

HOWELL TOWNSHIP ELECTRONIC BOARD MEETING  
3525 Byron Road  
Howell, MI 48855  
June 08, 2020  
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. Call to the Board:
4. Approval of the Minutes:  
A. Budget Meeting May 11, 2020  
B. Regular Board Meeting May 11, 2020
5. Correspondence:
6. Call to the Public:
7. Unfinished Business:  
A. Approval of Budget 2020-2021
8. New Business:  
A. Howell Township Cleaning Bids  
B. Pay Raises July 2020-June 2021  
C. Elections
9. 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
10. Call to the Public:
11. Disbursements:  
Regular and Check Register
12. Adjournment:

## Notice of Electronic Meeting

The Howell Township Regular Board Meeting on June 8th, 2020 at 6:30pm will be held electronically via Zoom. Zoom allows participants to connect with a computer or a telephone. This meeting is being held electronically due to COVID-19 and by Executive Order 2020-75. Instructions for connecting to the meeting will be posted on the Township website and below. This meeting will be open to the public. Public comments will be limited to the portion(s) of the meeting dedicated to 'Call to the Public' on the meeting agenda. Questions and comments can also be submitted prior to the meeting by email to [supervisor@howelltownshipmi.org](mailto:supervisor@howelltownshipmi.org). Persons with a disability may participate with the use of an attendant or by requesting, in advance, accommodations to participate in the meeting.

Howell Township is inviting you to a scheduled Zoom meeting.

Topic: Howell Township Board Meeting

Time: Jun 8, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87460636791?pwd=dUtmYWtTYmFScW9zYWQ1Znd3QzJIQT09>

Meeting ID: 874 6063 6791

Password: 550035

One tap mobile

+13017158592,,87460636791#,,1#,550035# US (Germantown)

+13126266799,,87460636791#,,1#,550035# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 874 6063 6791

Password: 550035

Find your local number: <https://us02web.zoom.us/j/krGr6nWBs>

# AGENDA ITEM

4A

**HOWELL TOWNSHIP BOARD MEETING  
2020/2021 ELECTRONIC BUDGET MEETING  
MINUTES**

3525 Byron Road  
Howell, MI 48855  
May 11, 2020  
6:30 P.M.

**MEMBERS PRESENT:**

Mike Coddington	Supervisor
Jean Graham	Clerk
Jonathan Hohenstein	Treasurer
Matthew Counts	Trustee
Evan Rudnicki	Trustee
Jeff Smith	Trustee

**MEMBERS ABSENT:**

Harold Melton Trustee

Also present: Deputy Supervisor/Assessor, Brent Kilpela

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

**PUBLIC HEARING:**

**2020/2021 HOWELL TOWNSHIP BUDGET**

- **MOTION** by Counts, seconded by Rudnicki, **“TO OPEN THE PUBLIC HEARING FOR THE 2020/2021 HOWELL TOWNSHIP BUDGET MEETING.”** Discussion followed. A roll-call vote was taken: Smith – yes, Hohenstein – yes, Coddington - yes, Counts - yes, Rudnicki - yes, Graham - yes. Motion carries 6 to 0.
- The Public Hearing opened at 6:01 p.m.
- Deputy Supervisor Kilpela explained the activities and reasons for the following:  
General Fund - Estimated Revenues and Appropriations with changes to the different departments  
Road Fund – Estimated Revenues and Appropriations  
Recreation Fund – Estimated Revenues and Appropriations  
Sewer and Water – Estimated Revenues and Appropriations  
Estimated Revenues All Funds - \$3,436,308.00  
Appropriations All Funds - \$3,550,503.00  
Net of Revenues/Appropriations All Funds (114,195.00) This deficit balance will be made up from the Road and Recreation Fund Balances.
- Questions were taken from the Board
- The balance of the Township Bonds was explained.
- COVID-19 and the possible effect on the Township Funds were explained.
- With this being an election year, Deputy Supervisor Kilpela stated it has been a privilege to work with this Board and appreciated their support.
- The Board gave kudos for Kilpela's hard work.
- **MOTION** by Graham, seconded by Hohenstein, **“TO CLOSE THE PUBLIC HEARING FOR THE 2020/2021 HOWELL TOWNSHIP BUDGET MEETING AT 6:30 P.M.”** Motion carried by unanimous consent.

**CALL TO THE PUBLIC:**

Mike Tipton, 552 Olde English Circle – 1) Is there a recent known capacity for the WWTP? {Roughly at 35%. More residents are installing irrigation meters.} 2) Had questions about Operating Budget 983 and Expenditures 974 for the next year. Is that typical for other years and should there be a surplus? {Yes.} 3) Stated he believes there should be a line item about what the cost of COVID-19 is to the Township. {It will show when we know the cost.} 4) Wanted to know about line item for the cost of the cancelled Clean-Up Day. {The Clean-up Day might

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be rescheduled for the fall. If it does not happen until 2021 then that item falls to the General Fund.} 5) Wanted to know about the postage for the elections. {It is possible that it could increase but it is unknown at the time.} 6) Mr. Tipton gave kudos to Kilpela.

**2020/2021 BUDGET RECOMMENDATION:**

- **MOTION** by Graham, seconded by Smith, **“TO RECOMMEND APPROVAL OF THE HOWELL TOWNSHIP 2020/2021 BUDGET AS PRESENTED.”** Discussion followed. Motion carried by unanimous consent.

**ADJOURNMENT:**

**MOTION** by Graham, seconded by Smith, **“TO ADJOURN.”** Motion carried by unanimous consent. The meeting adjourned at 6:36 P.M.

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

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

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

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

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

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

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

# AGENDA ITEM

4B

## HOWELL TOWNSHIP BOARD REGULAR ELECTRONIC MEETING

### MINUTES

3525 Byron Road

Howell, MI 48855

May 11, 2020

6:30 P.M.

#### **MEMBERS PRESENT:**

Mike Coddington	Supervisor
Jean Graham	Clerk
Jonathan Hohenstein	Treasurer
Matthew Counts	Trustee
Evan Rudnicki	Trustee
Jeff Smith	Trustee

#### **MEMBERS ABSENT:**

Harold Melton Trustee

Supervisor Coddington called the meeting to order at 6:38 p.m. The roll was called.

#### **APPROVAL OF THE AGENDA:**

May 11, 2020

**MOTION** by Hohenstein, seconded by Rudnicki, **"TO APPROVE THE MAY 11, 2020 AGENDA AS PRESENTED."** Discussion followed. Motion carried by unanimous consent.

#### **APRIL 13, 2020 MEETING MINUTES:**

REGULAR BOARD MEETING MINUTES

**MOTION** by Graham, seconded by Counts, **"TO APPROVE THE APRIL 13, 2020 MEETING MINUTES AS PRESENTED."** Discussion followed. Motion carried by unanimous consent. (See April 13, 2020 Regular Meeting Minutes)

#### **CORRESPONDENCE:**

See list.

#### **CALL TO THE PUBLIC:**

No response.

#### **UNFINISHED BUSINESS**

UNION AT OAK GROVE PILOT DISCUSSION

This affordable housing project is on Oak Grove, behind the Kroger store. Treasurer Hohenstein reminded the Board that this item was on last month's agenda but was bumped due to many of the issues were taken care of just before the meeting. An explanation was given on the market feasibility of an affordable housing project located in Howell Township. The study was prepared in accordance with Michigan State Housing Development Authority (MSHDA) guidelines. Questions were taken from the Board. Lori Edwards from the Annex Group gave an update on targeted units according to income level. Treasurer Hohenstein gave an update from the Property Committee on this project. Treasurer Hohenstein gave some pros and cons to the project. Some of the other Board members gave their reasons for and reasons against the 30-year commitment tax abatement PILOT project. Discussion followed. The impact to the schools is better to put this type of project in than putting in a manufacturing development. The other entities that receive money from the taxes on the property will take a cut, but is still far better than having the property sit empty for possibly many years to come. The PILOT Program will still follow all the Planning Commission regulations. Each building will have 8 or 12 two story units which is far less units per building than most projects of this style. Supervisor Coddington added that it is a good transition from commercial to residential and making Howell Township a leader in the County for bringing in this type of housing.

- **MOTION** by Hohenstein, seconded by Rudnicki, **“TO ACCEPT ORDINANCE #284 TAX EXEMPTION ORDINANCE – UNION AT OAK GROVE, AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Hohenstein – yes, Smith – no, Counts – no, Rudnicki – yes, Coddington – yes, Graham – yes. Motion carries 4 to 2.

### **NEW BUSINESS:**

#### **A. TAX EXEMPTION ORDINANCE-UNION AT OAK GROVE**

- See agenda item above.

#### **B. UNION DEVELOPMENT HOLDINGS, LLC REQUEST EXTENSION ON INITIAL EARNEST MONEY DEPOSIT**

Treasurer Hohenstein stated Union Development Holdings is requesting an extension on the next earnest money deposit. The Additional Earnest Money Deposit is due, July 10, 2020 but they do not believe they will have MSHDA approval by then. They are requesting to amend and modify the agreement so that the next deposit is due by September 28, 2020. Further explanation from the Annex Group for the extension which could take it into 2021. It is the Property Committee's recommendation to deny their request due to many delayed actions on the developer's part.

- Supervisor Coddington proposed to the Board if anyone wanted to make a motion. No motion was proposed. No action was taken. It is the Board consensus to follow with the original contract.

#### **C. BIDS FOR FRONT DESK PARTITION**

Clerk Graham stated it is the consensus of the office staff and management to install a glass partition at the front desk separating the public from office workers. Due to the possibility of another round with a/the virus it is suggested to go with a permanent partition rather than a removable one. There are two quotes available. A quote from Kosin's Glass at \$1,253.00 is half the amount quoted from another company. The quote is for glass and not Plexiglas. Treasurer Hohenstein stated that this is a crucial step in opening the Township to the public.

- **MOTION** by Rudnicki, seconded by Hohenstein, **“TO ACCEPT THE QUOTE FROM KOSIN'S GLASS FOR THE PARTITION IN THE OFFICE NOT TO EXCEED \$1,300.00 AS PRESENTED.”** Discussion followed. Motion carried by unanimous consent.

#### **D. HAFA BUDGET**

Howell Area Fire Authority Chief Pless gave a brief synopsis of the HAFA Budget. He answered questions from the Board. Supervisor Coddington explained how the HAFA Budget is passed. The Fire Chief and his department puts together a budget. It then goes to the Budget Committee for the Fire Authority. That committee makes recommendations back to the Board. Then the Fire Authority Board votes on it and accepts it then passes it on to the Townships. Those townships take it back to their Boards for a vote to pass it or not. If those Boards agree to pass the budget it will then go into effect.

- **MOTION** by Hohenstein, seconded by Rudnicki, **“TO ACCEPT THE HAFA BUDGET AS PRESENTED.”** Discussion followed. A roll-call vote was taken: Counts – yes, Coddington – yes, Hohenstein - yes, Smith – yes, Rudnicki – yes, Graham – yes. Motion carries 6 to 0.

#### **ARTICLES OF INCORPORATION AMENDMENT FIVE**

This would do away with the above procedures for passing the HAFA Budget. With the amendment, the fire chief will create the budget. It will then go through the finance committee, then go to the Board. The Board will then approve it, with the representative on behalf of the townships. It will no longer need to go back to each township board for approval. Fire Chief Pless took questions from the Board.

- **MOTION** by Hohenstein, seconded by Smith, **“TO ACCEPT THE FIFTH AMENDED AND RESTATED ARTICLES OF INCORPORATION OF THE HOWELL AREA FIRE AUTHORITY AS PRESENTED.”**



Discussion followed. A roll-call vote was taken: Coddington – yes, Counts – yes, Rudnicki – yes, Graham – yes, Hohenstein – yes, Smith – yes. Motion carries 6 to 0.

**REPORTS:**

A. SUPERVISOR:

(Supervisor Coddington reported on the following items)

- Attending several County Meetings and the effect the COVID-19 has on the County.

B. TREASURER:

(Treasurer Hohenstein reported on the following items)

- With the Governor's stay until the end of May the office will remain with staff working in the office Monday and Thursday 9:00 am until 1:00 pm. Staff may come in and work additional hours as needed. The plan is for the staff to come back full time on June 1<sup>st</sup> but will not be open to the public without an appointment. Once the glass partition is up and we have the protective equipment required the Township will open to the public. The restrooms will be closed to the public until further notice.

C. CLERK:

(Clerk Graham reported on the following items)

- We are working on getting some washable cloth masks for the employees.
- Not sure what all protective equipment will be required for the election inspectors and voters. Waiting for directions from the State.
- Have order enough envelopes for 100% Absentee Voting for the August Elections. What envelopes are not used for the August Election they can be used for the November Election.

D. ZONING:

(See Zoning Administrator Daus's prepared written report)

E. ASSESSING:

(See Assessor Kilpela's prepared written report)

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following items)

- March and April meetings were combined.
- Passed two resolutions for the emergency paid sick leave and contractors.
- Approved paving at the Ocoola and Cohoctah stations.

G. MHOG:

(Supervisor Coddington reported on the following items)

- Dividing up the crews so they are not all working at the same time.
- They are meeting all their deadlines.
- Sent out letter to their contractors stating that they are essential workers so that they can work.
- Still discussion on the Cross-Country Line.
- Discussion on painting of Genoa Tower.
- Computer upgrades.
- Discussion on Eager Road bridge problems.
- Discussion on U-tube video on installing meters.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- See prepared written report in packet.

I. ZONING BOARD OF APPEALS (ZBA):

(Trustee Rudnicki reported on the following items)

- No meeting this month.
- Still waiting for information about the meeting that was postponed last month.

J. WWTP:

(Treasurer Hohenstein reported on the following items)

- See prepared written report in packet.
- Inframark has agreed to the proposal. It had been sent to their legal counsel. There was a change and now it has been sent to our legal counsel. If we receive it back from our legal counsel in time it will be on the next agenda.
- Questions about buildings on Township owned properties and the safety of them. These building have been looked into and one has been boarded up. There is a barn that might need to come down. This issue does not have to do with the WWTP.

K. HAPRA:

(Clerk Graham reported on the following items)

- They made cutbacks on their employees.
- The City needs to approve the budget before the City will open the boat launch.
- Still working on the building at Oceola.

L. PROPERTY COMMITTEE:

(Treasurer Hohenstein reported on the following items)

- No updates currently.

**CALL TO THE PUBLIC:**

Judith Minton, 552 Olde English Circle – 1) Wanted to know where the PILOT Program is located. {On Oak Grove behind the Kroger Center.} 2) Will there be an appeal to the veterans for the PILOT Program? {This program strictly depends on income.}

**DISBURSEMENTS: REGULAR AND CHECK REGISTER:**

**MOTION** by Hohenstein, seconded by Rudnicki, **“TO APPROVE THE REGULAR DISBURSEMENTS AS OF MAY 7, 2020 CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carries by unanimous consent.

**ADJOURNMENT:** **MOTION** by Rudnicki, seconded by Smith, **“TO ADJOURN.”** Motion carried by unanimous consent. The meeting adjourned 8:02 p.m.

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

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

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

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

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

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

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

# AGENDA ITEM

7A

**HOWELL TOWNSHIP PROPOSED BUDGET REPORT  
FOR YEAR 2020-2021**

GL NUMBER	DESCRIPTION	2019-20	2019-20	2020-21	2020-21	COMMENTS
		AMENDED BUDGET	ACTIVITY THRU 04/30/20	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	310,000	314,071	340,000	9.68	
101-000-403.00	GEN FUND ACT 7 TAX INCOME	25,000	25,964	26,000	4.00	
101-000-420.00	GEN FUND DELINQ PERSONAL TAX INCOME	1,500	694	1,500	0.00	
101-000-451.00	GEN FUND CABLE TV FRANCHISE FEES INCOME	80,000	62,707	77,500	(3.13)	
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	6,535	5,000	0.00	
101-000-476.00	GEN FUND LICENSES & PERMITS INCOME	12,000	6,815	12,000	0.00	
101-000-490.00	GEN FUND DOG LICENSES INCOME	50	63	50	0.00	
101-000-495.00	GEN FUND TRAILER FEES INCOME	1,500	1,374	1,500	0.00	
101-000-573.00	GEN FUND LOCAL COMMUNITY SHARE	50,000	30,030	50,000	0.00	
101-000-575.00	GEN FUND CONSTITUT REVENUE SHARING INC	580,000	503,797	300,000	(48.28)	State projected decrease
101-000-607.00	GEN FUND COLLECTION FEE/SCHOOLS INCOME	10,500	10,650	10,500	0.00	
101-000-608.00	GEN FUND ZONING FEES INCOME	15,000	15,425	15,000	0.00	
101-000-609.00	GEN FUND ZONING APPEAL BOARD FEES INC	2,000	5,550	4,000	100.00	
101-000-610.00	GEN FUND LAND DIVISION FEES INCOME	2,000	2,650	2,500	25.00	
101-000-611.00	GEN FUND MUNICIPAL CIVIL INFRACTION INC	100	0	100	0.00	
101-000-613.00	GEN FUND PARKING VIOLATIONS INCOME	100	0	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	2,400	250	(50.00)	
101-000-642.00	GEN FUND CEMETERY LOTS INCOME	1,000	1,700	1,000	0.00	
101-000-642.01	GEN FUND GRAVE OPENINGS INCOME	1,000	925	1,000	0.00	
101-000-664.00	GEN FUND INTEREST INCOME	5,000	12,442	15,000	200.00	
101-000-694.00	GEN FUND OTHER REVENUE	250	81	250	0.00	
101-000-695.00	GEN FUND ADMIN FEES INCOME	110,000	112,530	115,000	4.55	
Totals for dept 000 - OTHER		1,218,000	1,116,403	983,750	(19.23)	
<b>TOTAL ESTIMATED REVENUES</b>		<b>1,218,000</b>	<b>1,116,403</b>	<b>983,750</b>	<b>(19.23)</b>	
<b>APPROPRIATIONS</b>						
Dept 101 - TOWNSHIP BOARD						
101-101-703.00	TWP BOARD SALARY	25,000	17,167	25,000	0.00	
101-101-703.02	TWP BOARD CLERICAL EXPENSE	2,500	552	2,500	0.00	
101-101-703.03	TWP BOARD FLAT RATE MTG CHARGE EXPENSE	600	120	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	1,700	1,320	2,400	41.18	Property Committee
101-101-900.00	TWP BOARD PRINTING & PUBLICATION EXPENSE	2,500	1,347	2,500	0.00	
Totals for dept 101 - TOWNSHIP BOARD		32,500	20,506	33,200	2.15	
Dept 171 - SUPERVISOR						
101-171-703.00	SUPERVISOR SALARY	33,400	26,112	33,400	0.00	
101-171-703.01	DEPUTY SUPERVISOR SALARY	12,700	9,785	12,700	0.00	
101-171-860.00	SUPERVISOR MILEAGE & EXPENSES	100	0	100	0.00	
101-171-957.00	SUPERVISOR DUES & SUBSCRIPTION EXPENSE	100	0	100	0.00	
Totals for dept 171 - SUPERVISOR		46,300	35,897	46,300	0.00	
Dept 191 - ELECTIONS						
101-191-703.00	ELECTION SALARY	22,000	6,156	18,000	(18.18)	
101-191-707.00	ELECTION CLERICAL EXPENSE	28,400	19,503	25,000	(11.97)	
101-191-720.00	ELECTION EDUCATION EXPENSE	200	0	200	0.00	
101-191-726.00	ELECTION POSTAGE EXPENSE	5,000	3,812	5,000	0.00	
101-191-727.00	ELECTION SUPPLIES EXPENSE	3,600	629	3,600	0.00	
101-191-860.00	ELECTION MILEAGE & EXPENSES	300	19	400	33.33	
101-191-900.00	ELECTION PRINTING & PUBLICATION EXPENSE	500	415	600	20.00	
101-191-930.00	ELECTION EQUIPMENT REPAIR EXPENSE	10,000	1,966	12,000	20.00	
Totals for dept 191 - ELECTIONS		70,000	32,500	64,800	(7.43)	
Dept 209 - ASSESSING						
101-209-703.00	ASSESSING SALARY	63,500	50,166	63,500	0.00	
101-209-703.01	ASSESSING CONTRACT LABOR	10,000	0	5,000	(50.00)	

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 04/30/20	2020-21 PROPOSED BUDGET	2020-21 PROPOSED % CHANGE	COMMENTS
101-209-703.02	ASSESSING FIELD INSPECTOR WAGES	13,000	8,373	8,000	(38.46)	
101-209-703.04	ASSESSING HOURLY WAGES CLERICAL	12,600	9,291	16,000	26.98	
101-209-720.00	ASSESSING EDUCATION EXPENSE	1,500	55	1,000	(33.33)	
101-209-726.00	ASSESSING POSTAGE EXPENSE	4,500	2,799	4,000	(11.11)	
101-209-727.00	ASSESSING SUPPLIES EXPENSE	3,000	523	2,000	(33.33)	
101-209-801.00	ASSESSING LEGAL (CONTRACT SVC) EXPENSE	5,000	0	5,000	0.00	
101-209-860.00	ASSESSING MILEAGE & EXPENSES	2,500	312	1,000	(60.00)	
101-209-865.00	ASSESSING CONFERENCE EXPENSE	700	0	500	(28.57)	
101-209-957.00	ASSESSING DUES & SUBSCRIPTION EXPENSE	700	537	700	0.00	
Totals for dept 209 - ASSESSING		117,000	72,056	106,700	(8.80)	
Dept 215 - CLERK						
101-215-703.00	CLERK SALARY	33,400	26,112	33,400	0.00	
101-215-703.01	CLERK DEPUTY WAGES	25,700	18,023	25,000	(2.72)	
101-215-703.04	CLERK ACCOUNTING WAGES	38,500	31,400	40,500	5.19	
101-215-720.00	CLERK EDUCATION EXPENSE	2,000	0	1,000	(50.00)	
101-215-860.00	CLERK MILEAGE & EXPENSES	2,000	251	1,000	(50.00)	
101-215-865.00	CLERK CONFERENCE EXPENSE	300	0	300	0.00	
101-215-957.00	CLERK DUES & SUBSCRIPTION EXPENSE	500	180	500	0.00	
Totals for dept 215 - CLERK		102,400	75,966	101,700	(0.68)	
Dept 247 - BOARD OF REVIEW						
101-247-703.00	BOARD OF REVIEW SALARY	3,000	1,740	3,000	0.00	
101-247-900.00	BOARD OF REVIEW PRINTING & PUB EXP	500	370	500	0.00	
Totals for dept 247 - BOARD OF REVIEW		3,500	2,110	3,500	0.00	
Dept 253 - TREASURER						
101-253-703.00	TREASURER SALARY	33,400	26,112	33,400	0.00	
101-253-703.01	TREASURER DEPUTY WAGES	29,820	18,684	25,000	(16.16)	
101-253-703.02	TREASURER CLERICAL EXPENSE	12,500	8,650	12,500	0.00	
101-253-720.00	TREASURER EDUCATION EXPENSE	1,400	0	1,400	0.00	
101-253-726.01	TREASURER POSTAGE	6,500	5,544	6,500	0.00	
101-253-801.01	TREASURER LEGAL EXPENSE	4,000	1,755	4,000	0.00	
101-253-860.00	TREASURER MILEAGE & EXPENSES	700	379	700	0.00	
101-253-865.00	TREASURER CONFERENCE EXPENSE	300	62	300	0.00	
101-253-900.00	TREASURER PRINTING & PUBLICATION EXP	500	20	500	0.00	
101-253-957.00	TREASURER DUES & SUBSCRIPTION EXPENSE	100	10	100	0.00	
Totals for dept 253 - TREASURER		89,220	61,216	84,400	(5.40)	
Dept 265 - TOWNSHIP HALL						
101-265-707.00	TWP HALL CLERICAL EXPENSE	30,000	25,865	34,000	13.33	
101-265-720.00	TWP HALL EDUCATION EXPENSE	700	0	700	0.00	
101-265-721.00	TWP HALL LIFE INSURANCE EXPENSE	2,800	2,068	2,800	0.00	
101-265-721.01	TWP HALL HEALTH INSURANCE EXPENSE	30,000	21,201	28,000	(6.67)	
101-265-721.02	TWP HALL HEALTHFLEX EXPENSE	800	0	800	0.00	
101-265-722.00	TWP HALL RETIREMENT EXPENSE	62,500	54,605	62,500	0.00	
101-265-725.00	TWP HALL FICA/MEDICARE EXPENSE	38,500	25,902	38,500	0.00	
101-265-726.00	TWP HALL POSTAGE EXPENSE	2,800	778	2,800	0.00	
101-265-727.00	TWP HALL KITCHEN/BATH SUPPLIES EXPENSE	2,000	1,599	2,000	0.00	
101-265-727.01	TWP HALL OFFICE SUPPLIES EXPENSE	8,000	4,736	8,000	0.00	
101-265-728.00	TWP HALL COMPUTER SUPPORT EXPENSE	50,000	17,714	40,000	(20.00)	
101-265-728.01	TWP HALL IT SUPPORT EXPENSE	7,000	1,352	7,000	0.00	
101-265-775.00	TWP HALL OFFICE CLEANING & MAINT EXP	6,000	3,575	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 CONTRACTED SVCS EXP	500	118	500	0.00	
101-265-801.01	TWP HALL LEGAL EXPENSE	2,000	0	2,000	0.00	
101-265-801.09	TWP HALL FINANCIAL AUDIT	9,500	9,400	9,800	3.16	
101-265-822.00	TWP HALL INSURANCE & BOND EXPENSE	12,000	9,972	11,000	(8.33)	
101-265-850.00	TWP HALL TELEPHONE EXPENSE	4,000	2,850	4,000	0.00	
101-265-851.00	TWP HALL WEB SITE EXPENSE	5,000	3,922	5,000	0.00	
101-265-860.00	TWP HALL MILEAGE & EXPENSES	200	91	200	0.00	
101-265-900.00	TWP HALL PRINTING & PUBLICATION EXPENSE	200	96	200	0.00	
101-265-920.00	TWP HALL ELECTRICITY EXPENSE	7,500	4,697	7,500	0.00	
101-265-922.00	TWP HALL NATURAL GAS EXPENSE	5,000	2,088	5,000	0.00	
101-265-930.00	TWP HALL GROUNDS EQUIP REPAIR EXPENSE	20,000	4,608	10,000	(50.00)	
101-265-930.01	TWP HALL OFFICE EQUIPMENT & REPAIR	5,000	2,246	5,000	0.00	
101-265-931.00	TWP HALL GROUNDS CARE EXPENSE	5,000	1,900	5,000	0.00	
101-265-932.00	TWP HALL SNOW REMOVAL EXPENSE	5,000	0	5,000	0.00	
101-265-957.00	TWP HALL DUES & SUBSCRIPTION EXPENSE	6,000	5,926	6,500	8.33	
Totals for dept 265 - TOWNSHIP HALL		329,000	207,309	310,800	(5.53)	

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 04/30/20	2020-21 PROPOSED BUDGET	2020-21 PROPOSED % CHANGE	COMMENTS
<b>Dept 268 - TOWNSHIP AT LARGE</b>						
101-268-801.00	TWP AT LARGE ECONOMIC DEV EXPENSE	6,000	0	0	(100.00)	No Contract
101-268-801.01	TWP AT LARGE LEGAL EXPENSE	80,000	56,123	50,000	(37.50)	Rainbow Resolution
101-268-882.00	TWP AT LARGE SPRING CLEAN UP EXPENSE	4,000	217	4,000	0.00	
101-268-883.00	TWP AT LARGE ROAD SIDE PICKUP EXPENSE	1,200	450	1,200	0.00	
101-268-920.00	TWP AT LARGE STREETLIGHT EXPENSE	6,000	4,663	6,000	0.00	
101-268-974.00	TWP AT LARGE DRAIN EXPENSE	25,000	17,375	33,000	32.00	New Drain No. 3
Totals for dept 268 - TOWNSHIP AT LARGE		122,200	78,828	94,200	(22.91)	
<b>Dept 276 - CEMETERY</b>						
101-276-931.00	CEMETERY GROUNDS CARE & MAINT EXPENSE	10,000	3,331	5,000	(50.00)	
101-276-933.00	CEMETERY GRAVE OPENINGS EXPENSE	1,200	0	1,200	0.00	
Totals for dept 276 - CEMETERY		11,200	3,331	6,200	(44.64)	
<b>Dept 400 - PLANNING COMMISSION</b>						
101-400-703.00	PLANNING COMMISSION-SALARY	8,000	4,160	8,000	0.00	
101-400-707.00	PLANNING CLERICAL EXPENSE	2,000	651	2,000	0.00	
101-400-720.00	PLANNING EDUCATION EXPENSE	1,000	255	1,000	0.00	
101-400-726.00	PLANNING POSTAGE EXPENSE	1,000	801	1,000	0.00	
101-400-801.00	PLANNING-CONTRACTED PLANNER EXPENSE	25,000	17,083	20,000	(20.00)	
101-400-801.01	PLANNING LEGAL EXPENSE	2,000	1,167	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	150	1,500	0.00	
101-400-957.00	PLANNING DUES & SUBSCRIPTION EXPENSE	1,000	910	1,000	0.00	
Totals for dept 400 - PLANNING COMMISSION		42,000	25,177	37,000	(11.90)	
<b>Dept 402 - ZONING ADMINISTRATION</b>						
101-402-703.00	ZONING-SALARY ADMIN	57,700	35,828	57,700	0.00	
101-402-703.02	ZONING CLERICAL EXPENSE	12,500	9,077	13,200	5.60	
101-402-703.05	ZONING WAGES - CODE ENFORCEMENT	500	0	3,500	600.00	Judicial Services Group
101-402-860.00	ZONING MILEAGE & EXPENSES	700	527	700	0.00	
101-402-900.00	ZONING PRINTING & PUBLICATION EXP	400	0	400	0.00	
Totals for dept 402 - ZONING ADMINISTRATION		71,800	45,432	75,500	5.15	
<b>Dept 412 - BOARD OF APPEALS</b>						
101-412-703.00	BOARD OF APPEALS SALARY	3,000	1,740	3,000	0.00	
101-412-707.00	BOARD OF APPEALS CLERICAL EXPENSE	900	359	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 EXPENSE	200	0	200	0.00	
101-412-900.00	BOARD OF APPEALS PRINTING & PUBLICITN EXP	800	775	800	0.00	
Totals for dept 412 - BOARD OF APPEALS		5,100	2,874	5,100	0.00	
<b>Dept 447 - ENGINEERING</b>						
101-447-801.00	ENGINEERING CONTRACTED SVCS EXPENSE	8,000	0	3,000	(62.50)	
Totals for dept 447 - ENGINEERING		8,000	0	3,000	(62.50)	
<b>Dept 547 - CHARGEBACKS</b>						
101-547-978.00	GEN FUND CHARGEBACK EXPENSE	4,000	38	2,000	(50.00)	
Totals for dept 547 - CHARGEBACKS		4,000	38	2,000	(50.00)	
<b>Dept 966 - TRANSFER OUT</b>						
101-966-999.00	GEN FUND TRANSFER OUT-PARKS & REC	160,000	160,000	0	(100.00)	No Budgeted Transfer
Totals for dept 966 - TRANSFER OUT		160,000	160,000	0	(100.00)	
<b>TOTAL APPROPRIATIONS</b>		<b>1,214,220</b>	<b>823,240</b>	<b>974,400</b>	<b>(19.75)</b>	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 101</b>		<b>3,780</b>	<b>293,163</b>	<b>9,350</b>		

GL NUMBER	DESCRIPTION	2019-20	2019-20	2020-21	2020-21	COMMENTS
		AMENDED BUDGET	ACTIVITY THRU 04/30/20	PROPOSED BUDGET	PROPOSED % CHANGE	
<b>Fund 204 - ROAD FUND</b>						
<b>ESTIMATED REVENUES</b>						
Dept 000 - OTHER						
204-000-402.00	ROAD FUND PROPERTY TAX INCOME	330,000	334,822	360,000	9.09	
204-000-665.00	ROAD FUND INTEREST INCOME	0	1,230	0	0.00	
Totals for dept 000 - OTHER		330,000	336,052	360,000	9.09	
<b>TOTAL ESTIMATED REVENUES</b>		<b>330,000</b>	<b>336,052</b>	<b>360,000</b>	<b>9.09</b>	
<b>APPROPRIATIONS</b>						
Dept 000 - OTHER						
204-000-801.00	ROAD IMPROVEMENT EXPENSE	249,000	267,268	562,500	125.90	Byron Road Project
204-000-802.00	ROAD CHLORIDE EXPENSE	80,000	48,485	80,000	0.00	
Totals for dept 000 - OTHER		329,000	315,753	642,500	95.29	
Dept 547 - CHARGEBACKS						
204-547-978.00	ROAD FUND CHARGEBACK EXPENSE	1,000	0	1,000	0.00	
Totals for dept 547 - CHARGEBACKS		1,000	0	1,000	0.00	
<b>TOTAL APPROPRIATIONS</b>		<b>330,000</b>	<b>315,753</b>	<b>643,500</b>	<b>95.00</b>	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 204</b>		<b>0</b>	<b>20,299</b>	<b>(283,500)</b>		
BEGINNING FUND BALANCE				1,204,062		
ENDING FUND BALANCE				920,562		
<b>Fund 220 - RECREATION FUND</b>						
<b>ESTIMATED REVENUES</b>						
Dept 000 - OTHER						
220-000-664.00	REC FUND INTEREST INCOME	250	648	500	100.00	
220-000-699.00	REC FUND OPERATING TRANSFER IN	160,000	160,000	0	(100.00)	No Budgeted Transfer
Totals for dept 000 - OTHER		160,250	160,648	500	(99.69)	
<b>TOTAL ESTIMATED REVENUES</b>		<b>160,250</b>	<b>160,648</b>	<b>500</b>	<b>(99.69)</b>	
<b>APPROPRIATIONS</b>						
Dept 000 - OTHER						
220-000-801.00	REC FUND CONTRACTED SVCS EXPENSE	110,000	52,056	120,000	9.09	HAPRA/ Pathways Study
Totals for dept 000 - OTHER		110,000	52,056	120,000	9.09	
<b>TOTAL APPROPRIATIONS</b>		<b>110,000</b>	<b>52,056</b>	<b>120,000</b>	<b>9.09</b>	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 220</b>		<b>50,250</b>	<b>108,592</b>	<b>(119,500)</b>		
BEGINNING FUND BALANCE				173,561		
ENDING FUND BALANCE				54,061		

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 04/30/20	2020-21 PROPOSED BUDGET	2020-21 PROPOSED % CHANGE	COMMENTS
<b>Fund 592 - SWR/WTR</b>						
<b>ESTIMATED REVENUES</b>						
Dept 000 - OTHER						
592-000-664.00	SWR/WTR FUND INTEREST INCOME	2,000	6,139	2,000	0.00	
592-000-665.06	SPEC ASSESS INTEREST INCOME-SEWER #6	4,977	3,849	1,939	(61.04)	
592-000-665.07	SPEC ASSESS INTEREST INCOME-SEWER #7	3,330	3,330	2,854	(14.29)	
592-000-665.08	SPEC ASSESS INTEREST INCOME-SEWER 8	49,113	45,914	39,337	(19.91)	
592-000-665.09	SPEC ASSESS INTEREST INCOME-WATER 8	22,167	20,772	17,793	(19.73)	
592-000-665.11	SPEC ASSESS INTEREST INCOME-SEWER 11	29,851	27,897	25,846	(13.42)	
592-000-665.12	SPEC ASSESS INTEREST INCOME-WATER 11	8,988	8,298	7,789	(13.34)	
592-000-665.20	SEWER FARM LAND RENTAL INCOME	18,000	22,833	28,000	55.56	New Contracts
592-000-671.00	SEWER CONNECTION FEE INCOME	175,000	187,365	0	(100.00)	Development Uncertain
592-000-671.01	SEWER ADDTL REU CONNECT FEE INCOME	25,000	5,772	0	(100.00)	Development Uncertain
Totals for dept 000 - OTHER		338,426	332,169	125,558	(62.90)	
Dept 420 - WATER 4 CONNECT						
592-420-476.00	WATER CONNECTION FEE INCOME	175,000	187,365	0	(100.00)	Development Uncertain
592-420-476.01	WATER CONNECT ADDL REU FEES INC	35,000	4,680	0	(100.00)	Development Uncertain
Totals for dept 420 - WATER 4 CONNECT		210,000	192,045	0	(100.00)	
Dept 441 - UTILITY BILLING						
592-441-477.00	UTILITY BILLING SEWER USER FEES INCOME	925,000	688,352	925,000	0.00	
592-441-477.02	UTILITY BILLING WATER USER FEES INCOME	1,000,000	738,821	1,000,000	0.00	
592-441-617.00	UTILITY BILLING SEWER DEBT SVC FEE INC	30,000	30,861	0	(100.00)	Ending Fee For Residents
592-441-694.00	UTILITY BILLING PENALTY SEWER USER	20,000	19,507	20,000	0.00	
592-441-694.02	UTILITY BILLING PENALTY & INT SEWER INC	20,000	22,043	20,000	0.00	
592-441-694.03	UTILITY BILLING PENALTY SEWER DEBT INC	1,500	2,007	1,500	0.00	
Totals for dept 441 - UTILITY BILLING		1,996,500	1,501,591	1,966,500	0.00	
<b>TOTAL ESTIMATED REVENUES</b>		<b>2,544,926</b>	<b>2,025,805</b>	<b>2,092,058</b>	<b>(17.79)</b>	
<b>APPROPRIATIONS</b>						
Dept 000 - OTHER						
592-000-775.00	SEWER FUND REPAIR & IMPROV EXPENSE	15,000	3,480	15,000	0.00	
592-000-929.00	SEWER FUND BOND REPORTING FEES	1,000	1,000	1,000	0.00	
592-000-968.00	SWR/WTR FUND DEPRECIATION EXPENSE	0	0	0	0.00	
592-000-972.00	SEWER/WATER CAPITAL OUTLAY EXPENSE	70,000	12,565	100,000	42.86	Demo Bldgs on Twp Prop
592-000-996.00	SWR/WTR FUND ISSUANCE COST EXPENSE	200	0	200	0.00	
Totals for dept 000 - OTHER		86,200	17,045	116,200	34.80	
Dept 420 - WATER 4 CONNECT						
592-420-996.04	WATER NEW USER BOND INTEREST EXPENSE	51,288	51,288	45,913	(10.48)	
Totals for dept 420 - WATER 4 CONNECT		51,288	51,288	45,913	(10.48)	
Dept 441 - UTILITY BILLING						
592-441-726.00	UTILITY BILLING POSTAGE EXPENSE	4,000	3,360	4,000	0.00	
592-441-728.00	UTILITY BILLING SOFTWARE SUPPORT EXPENSE	1,000	0	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	13,000	0	10,000	(23.08)	Sewer Audit Follow-Up
592-441-803.00	UTILITY BILLING WATER EXPENSE	650,000	507,124	650,000	0.00	
592-441-822.00	UTILITY BILLING INSURANCE & BOND EXPENSE	11,000	9,691	11,000	0.00	
592-441-989.00	UTILITY BILLING CONTINGENCY EXPENSE	5,700	0	5,700	0.00	
Totals for dept 441 - UTILITY BILLING		685,700	520,175	682,700	(0.44)	
Dept 442 - WWTP						
592-442-729.00	WWTP CHEMICALS EXPENSE	20,000	18,131	20,000	0.00	
592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE	460,500	312,250	465,000	0.98	Addl Employee Proposal
592-442-850.00	WWTP TELEPHONE EXPENSE	11,000	9,551	11,000	0.00	
592-442-920.00	WWTP ELECTRICITY EXPENSE	100,000	93,682	110,000	10.00	Usage/Price Increase
592-442-922.00	WWTP NATURAL GAS EXPENSE	10,000	6,708	10,000	0.00	
592-442-930.00	WWTP EQUIPMENT REPAIR EXPENSE	15,000	10,341	15,000	0.00	
592-442-956.00	WWTP MISCELLANEOUS EXPENSE	15,000	6,151	15,000	0.00	
592-442-962.00	WWTP MISS DIG FEES EXPENSE	1,500	1,140	1,500	0.00	
592-442-966.00	WWTP STATE OF MICHIGAN EXPENSE	2,500	1,950	2,500	0.00	
592-442-969.01	WWTP BIOSOLIDS REMOVAL & LAND APP EXP	35,000	29,764	35,000	0.00	
592-442-996.06	WWTP (SWR 6) BOND INTEREST EXPENSE	48,376	48,375	33,976	(29.77)	



GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 04/30/20	2020-21 PROPOSED BUDGET	2020-21 PROPOSED % CHANGE	COMMENTS
Totals for dept 442 - WWTP		718,876	538,043	718,976	0.01	
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	300	1,000	0.00	
592-852-996.08	SWR/WTR 8 BOND INTEREST EXP	98,888	98,888	82,988	(16.08)	
Totals for dept 852 - SEWER/WATER 8		99,888	99,188	83,988	(15.92)	
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	22,313	22,313	19,163	(14.12)	
Totals for dept 853 - SEWER 7		23,313	22,613	20,163	(13.51)	
Dept 854 - SEWER/WATER 11						
592-854-992.03	SWR 11 PAYING AGENT FEE EXP	1,000	550	1,000	0.00	
592-854-996.11	SWR/WTR 11 BOND INTEREST EXP	154,563	154,563	138,663	(10.29)	
Totals for dept 854 - SEWER/WATER 11		155,563	155,113	139,663	(10.22)	
<b>TOTAL APPROPRIATIONS</b>		<b>1,825,828</b>	<b>1,403,465</b>	<b>1,812,603</b>	<b>(0.72)</b>	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 592</b>		<b>719,098</b>	<b>622,340</b>	<b>279,455</b>	<b>(61.14)</b>	
<b>ESTIMATED REVENUES - ALL FUNDS</b>		<b>4,253,176</b>	<b>3,638,911</b>	<b>3,436,308</b>	<b>(19.21)</b>	
<b>APPROPRIATIONS - ALL FUNDS</b>		<b>3,480,048</b>	<b>2,594,514</b>	<b>3,550,503</b>	<b>2.02</b>	
<b>NET OF REVENUES/APPROPRIATIONS - ALL FUNDS</b>		<b>773,128</b>	<b>1,044,397</b>	<b>(114,195)</b>		

# AGENDA ITEM

8A

## **R.I. Thomas Property Maintenance**

1169 Butler Blvd.

Howell, MI. 48843

beckione@yahoo.com

(517) 505-8648

May 29, 2020

Proposal/estimate for: Howell Township Hall

Job site: 3525 Byron Road, Howell MI 48855

Scope of work:

As outlined on the office cleaning checklist including bi-weekly cleaning of offices, lobby, hallways, kitchen, and restrooms as well as monthly and quarterly cleaning duties of township hall.

Average estimated time per week is 4 hours.

Weekly cost: \$140.00

## Howell Township Clerk

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**From:** Rebecca Thomas <beckione@yahoo.com>  
**Sent:** Friday, May 29, 2020 10:29 AM  
**To:** Howell Township Clerk  
**Subject:** Property Maintenance Estimate proposal form  
**Attachments:** Property Maintenance Estimate proposal form.docx

Thank you!

Rebecca Thomas

Sent from my iPad

Howell Township  
3525 Byron Road  
Howell, MI 48855  
(517) 546-2817

Cleaning Requirements  
May 2020

Liability Insurance and Service Bond Required

**Bi-Weekly:**

Wipe down all counters

Empty Trash

Clean Bathrooms: floors, toilets, sinks, mirrors, empty garbage can and bags replaced, refill paper towels and toilet paper

Kitchen: floors, counters, sink, microwave, empty garbage

Clean entry and exit floors

Vacuum all carpet floors

Wipe down table in conference rooms and Board tables

**Monthly:**

Vacuum Board Room

Wash entry and exit door windows

**Quarterly:**

Wipe down Board chairs

Dust all blinds and window sills

Dust tops of cubicles

Cold Air Return Wall Vent

Light Fixtures in Boardroom, Hallway, & Breakroom

## **COMPENSATION**

**Initial deep clean 8-10 hrs.: \$35.00/hr.**

**Basic Professional Cleaning Bi-weekly : \$338.00/per month  
(This price includes monthly, quarterly, election night cleanings)**

## **SUPPLIES/EQUIPMENT**

**Higher Source Cleaning Group will furnish all cleaning supplies and equipment.**

## **INVOICING**

**Invoices are generated on the 1<sup>st</sup> of each month**



[www.highersourcecleaning.com](http://www.highersourcecleaning.com)

[ckiel@highersourcecleaning.com](mailto:ckiel@highersourcecleaning.com)

## **PROFESSIONAL CLEANING SERVICES PROPOSAL**

**5/27/20**

Prepared for:

**Howell Township Hall  
3525 Byron Rd  
Howell, MI 48855**

Submitted by:

**Higher Source Cleaning Group, LLC  
9864 E. Grand River Ave  
Ste 110, #121  
Brighton, MI 48116**

**Cherise Kiel  
President**

**(734)395-6253**

**[ckiel@highersourcecleaning.com](mailto:ckiel@highersourcecleaning.com)**

**[www.highersourcecleaning.com](http://www.highersourcecleaning.com)**



[www.highersourcedcleaning.com](http://www.highersourcedcleaning.com)

[ckiel@highersourcedcleaning.com](mailto:ckiel@highersourcedcleaning.com)

5/27/20

Jean,

Thanks for the opportunity to place a cleaning bid on your facility! Higher Source Cleaning Group has been in business for over 25 years. We are dedicated to providing our customers with an exceptional cleaning service at affordable rates. We follow all CDC and OSHA guidelines using EPA approved cleaners and disinfectants to sanitize all areas of your business. We provide a very detail oriented service in order to maintain the appearance of your facility. We supervise and monitor each one of our buildings to insure the cleaning is of the utmost quality at all times. We believe that communication is key in establishing and maintaining your trust and satisfaction.

We are fully insured and bonded.

We look forward to the opportunity of becoming a trusted and valued partner in maintaining the appearance of your facility.

Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

Cherise Kiel

Higher Source Cleaning Group, LLC



# CLEANING REQUIREMENTS

## BI-WEEKLY:

### Dust/wipe all desks

- ↓ Dust computers, keyboards, desk accessories
- ↓ Dust tops of workstations, shelves
- ↓ Dust copiers, printers
- ↓ Empty all trash
- ↓ Vacuum all carpet/mats
- ↓ Mop all tile floors

### Restrooms:

- ↓ Clean/sanitize sink, counter, toilet
- ↓ Clean mirror
- ↓ Clean/sanitize floor
- ↓ Empty trash
- ↓ Replenish supplies

### Kitchen:

- ↓ Clean/sanitize sink and counter
- ↓ Clean interior and exterior of microwave
- ↓ Clean exterior of all other appliances
- ↓ Clean/sanitize table
- ↓ Empty trash
- ↓ Wipe trash can
- ↓ Mop floor

## MONTHLY:

- ↓ Vacuum board room
- ↓ Clean entry & exit door windows

## QUARTERLY:

- ↓ Wipe down board chairs
- ↓ Dust all blinds and window sills
- ↓ Dust tops of cubicles
- ↓ Vacuum cold air return wall vents
- ↓ Dust light fixtures in boardroom, hallway, breakroom
- ↓ Vacuum stairs to basement

## AFTER ELECTION IN NOVEMBER:

- ↓ Deep clean hallway, restrooms, kitchen, board room

## DETAIL AS NEEDED:

- ↓ Dust chairs
- ↓ Dust pictures on walls
- ↓ Clear all cobwebs

# REFERENCES

St Paul Lutheran Church  
7661 M-36  
Hamburg Twp, MI 48139  
Contact: Keith Burns/Facilities Mgr  
(734)395-7520  
[4burnskey@gmail.com](mailto:4burnskey@gmail.com)

Lake Michigan Credit Union  
332 W. Main St  
Brighton, MI 48116  
Contact: Vera Gombert  
[vera.gombert@lmcu.org](mailto:vera.gombert@lmcu.org)

Law Offices of Harris & Literski  
123 Brighton Lake Rd.  
Brighton, MI 48116  
Contact: Julie Melnik/Office Manager  
(810)229-9340  
[Julie.melnik@harrisandliterski.com](mailto:Julie.melnik@harrisandliterski.com)

McPherson Mansion  
915 N. Michigan Ave.  
Howell, MI 48443  
Contact: Kathy Myers  
(517)540-1700  
[Kathy@myers2law.com](mailto:Kathy@myers2law.com)

Pinckney Police Dept.  
220 S. Howell St.  
Pinckney, MI 48169

Brightline Technology  
565 E. Grand River Ave  
Brighton, MI 48116

Contact: Jill Chapman  
[clerk@villageofpinckney.org](mailto:clerk@villageofpinckney.org)

Contact: Ian Model  
[ian@brightlineit.com](mailto:ian@brightlineit.com)

## Howell Township Clerk

---

**From:** Cherise Kiel <ckiel@highersourcecleaning.com>  
**Sent:** Wednesday, May 27, 2020 1:08 PM  
**To:** Howell Township Clerk  
**Subject:** Cleaning Proposal  
**Attachments:** Howell Township Hall Proposal.docx

Hello,

Your cleaning proposal is attached. Please let me know if you have any questions or would like to move forward. We are able to start any time.

Thanks!

Cherise Kiel  
Higher Source Cleaning Group



# PERFECT MAINTENANCE

## CLEANING SERVICES

P O Box 2225

Howell, MI 48844

517-294-1900 – 810-923-1971

[perfectmaintenancellc@gmail.com](mailto:perfectmaintenancellc@gmail.com)

Howell Township  
3525 Byron Road  
Howell, MI 48855

May 26, 2020

### PROPOSAL FOR CLEANING SERVICES

General cleaning:	\$175.00 per month
Schedule:	One cleaning every other week *other cleanings upon request Under separate invoice
Areas included:	Entryways (front and back) Customer lobby Conference room Main office area Private office Copy/storage room Hall Kitchen Bathrooms (2) Boardroom Back staircase
Supplies not included:	Trash can liners Paper products Hand soap

 **PERFECT  
MAINTENANCE**  
**CLEANING SERVICES**

**SERVICE AGREEMENT**

In consideration for services rendered as set forth in the attached Proposal for Cleaning Services - \_\_\_\_\_ agrees to pay **PERFECT MAINTENANCE CLEANING SERVICES** the sum of \_\_\_\_\_ per month for cleaning services.

Cleanings will be performed on \_\_\_\_\_. Service will begin on \_\_\_\_\_. *Either party may cancel this Agreement upon 30 day's written notice.* Failure to give 30-day notice may result in a charge equal to one-month invoice amount.

**Invoices from PMCS are issued on the first day of each month and are due upon receipt unless other arrangements are made in advance. PMCS reserves the right to suspend services without notice on any account 45 days past due.**

PMCS will not be required to perform services for any expansion of Client's facility, increase in number of personnel, or increase in the number or length of tasks or responsibilities beyond what is set forth in the Proposal without a mutually agreed upon increase in monthly payment. Additional Services such as window cleaning or floor care not addressed in original Proposal will be invoiced separately and payable upon receipt of invoice unless other arrangements are made prior to service.

*Any equipment or supplies left on the premises by PMCS are to be used by PMCS employees only. PMCS reserves the right to charge for any damage and/or use of equipment or supplies not caused or used by PMCS employees.*

PMCS shall not be liable for any loss or damage to Client's premises or personal property unless caused by the intentional or negligent action of PMCS or those persons for whom it is legally liable.

This Agreement, together with the Proposal, constitutes the entire Agreement of the Parties and may not be altered or amended except in writing signed by both Parties. Notice to be given under this Agreement shall be effective upon mailing or personal delivery to the address for the other party listed in the Proposal.

**PERFECT MAINTENANCE CLEANING SERVICES**

**BY:** \_\_\_\_\_

**CLIENT**

**BY:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# PERFECT MAINTENANCE

## CLEANING SERVICES

P O Box 2225

Howell, MI 48844

517-294-1900 – 810-923-1971

[perfectmaintenancellc@gmail.com](mailto:perfectmaintenancellc@gmail.com)

Howell Township  
3525 Byron Road  
Howell, MI 48855

May 26, 2020

### SCOPE OF WORK

#### **ENTRYWAYS**

Clean glass on entry doors  
Dust window ledges  
Sweep/mop hard flooring  
Vacuum mats

#### **CUSTOMER LOBBY**

Dust window ledges and behind blinds  
Dust/wipe furniture  
Dust wall hangings  
Clean customer counter  
Wipe fingerprints from plexiglass divider  
Remove trash  
Vacuum carpet

#### **CONFERENCE ROOM**

Dust window ledges and behind blinds  
Wipe table and chairs  
Clean/wipe equipment  
Empty trash/replace liner  
Vacuum carpet

#### **MAIN OFFICE AREA**

##### **PRIVATE OFFICE**

Dust window ledges and behind blinds  
Clean desks, overheads and storage units  
Dust tops of cubicle dividers  
Dust/wipe office machines  
Remove trash/replace liners  
Vacuum carpet  
Mop chair mats (as needed)

##### **COPY/STORAGE ROOM**

Wipe/dust office machines and cabinets  
Remove trash  
Vacuum carpet

Howell Township

SCOPE OF WORK – continued

**HALL**

Wipe wall hangings

Vacuum carpet

**KITCHEN**

Clean sink and countertops

Clean tables and chairs

Wipe outside of appliances

Dust window ledges and behind blinds

Replenish soap and paper goods

Remove trash/replace liner

Sweep/vacuum and mop hard flooring

**BATHROOMS**

Clean sink and countertop

Wipe exposed piping \*as needed

Clean mirror and fixtures

Clean toilet bowls, tanks, seats and bases

Wipe stall divider tops

Replenish soap and paper goods

Remove trash/replace liner

Sweep/vacuum and mop hard flooring

**BOARDROOM**

**\*\*monthly or as needed**

Wipe window ledges and behind blinds

Clean dais

Wipe chairs

Remove trash/replace liner

Vacuum

**BACK STAIRCASE**

Sweep/mop stairs as needed

**The following tasks are to be done on a rotating as needed basis:**

Dust base boards and door frames

Detail ceiling and floor edges for cob/spider webs

Dust accessible recessed lighting and vents

Clean chair arms and bases

Wipe switch plates and outlet covers





# PERFECT MAINTENANCE

## CLEANING SERVICES

### POLICY

Desks clear of paperwork will be thoroughly cleaned according to Scope of Work. Please have papers and personal items removed from desks or stacked in a movable pile so desks can be completely wiped down. Due to the possibility of breakage to personal items, we cannot be responsible for removing them from, or returning them to, desks, cabinets or window ledges. Papers stacked on the floors will not be moved for vacuuming. Telephone bases are to be feather dusted; handsets and cradles will be wiped and disinfected. Where possible, telephones and small office equipment will be picked up and dusted around and underneath.

**PERFECT MAINTENANCE CLEANING SERVICES** will **not** be responsible for damage done to walls by improperly installed or loose toilet paper holders, paper towel holders, soap dispensers or wall hangings.

Any equipment or supplies left on the premises by **PMCS** are for the use of **PMCS** employees **only**. There will be charge back for any supplies or equipment damaged or used by any person other than a **PMCS** employee.

All employees of **PMCS** are carefully screened and completely trained to give you the best possible service.

**PMCS** employees are instructed not to open the doors of any facility to any person for any reason while they are cleaning. Any employee, or any person, who does not have a key to the building will be considered unauthorized and therefore not allowed entry.

**PMCS** is a fully insured and bonded company

With **PMCS** you are **never** locked into a contract. If you are unhappy with the service for any reason all we as is a 30 day written termination notice.

Invoices are sent on the first of each month and considered DUE UPON RECEIPT unless otherwise specified in the Service Agreement. **PMCS** reserves the right to suspend service without notice to any account 45 days past due.



## REFERENCE LIST

Novi Precision  
17777 E Grand River  
Brighton MI 48116  
810-227-1024  
Tammie Boyde  
Servicing since 2004

Genoa Township  
2911 Dorr Road  
Brighton, MI 48114  
810-227-5225  
Tammy Lindburgh  
Servicing since 2004

March Coatings  
1279 Rickett Road  
Brighton, MI 48116  
810-229-0829  
Steve March  
Servicing since 2006

CSIG Holding Company  
950 Corporate Office Drive  
Milford, MI  
248-520-3508  
Debby Meyers  
Servicing since 2014

First National Bank  
101 Grand River  
Howell, MI 48843  
517-540-3650  
Bill Graham  
Servicing since 2011

Fellowship Bible Church  
2500 Hartland Road  
Hartland, MI 48533  
810-459-3612  
Pastor Wideman  
Servicing since 2015

Oceola Township  
1577 N Latson Road  
Howell, MI 48843  
517-546-3259  
Jamie Clay  
Servicing since 2007

Edward Jones  
746 W Grand River  
Brighton, MI 48116  
810-229-7895  
Debbie Leek  
Servicing since 2008

## Howell Township Clerk

---

**From:** Hearn PM <perfectmaintenancellc@gmail.com>  
**Sent:** Tuesday, May 26, 2020 1:59 PM  
**To:** Howell Township Clerk  
**Subject:** Clean quote  
**Attachments:** Howell Township Prop.doc; Howell scope.doc; policy[1].doc;  
Service\_Agreement\_CLEAN[3].docx

Good afternoon Jean

Thank you for taking the time to meet with us this morning. I am attaching the quote for cleaning, along with our policy page and a sample Service Agreement. We are fully insured and bonded - those certificates can be sent to you directly from our insurance providers upon acceptance of the Proposal.

All of our work is guaranteed and our staff is always fully trained. We do have a manager for your area that does audits on each building to be sure the quality remains up to our standards and we are always available via phone or email should you have any questions or concerns.

Thank you again for meeting with us and we look forward to working with you!

Penny Hearn  
PMCS

# AGENDA ITEM

8B

Human Resource Meeting  
Monday May 4, 2020 9 AM

Attendance:

Mike Coddington

Jonathan Hohenstein

Jean Graham

Brent Kilpela

Discussion: pay raises for July 2020 –June 2021 Payroll

Up to a 5% increase for employees is available in the budget 2020-2021 Budget

Human resource recommendation for hourly employees is as follows:

3% July 2020

If Budget is still good: 1% October 2020

If Budget is still good: 1% January 2021

	A	B	C	D	E	F	G
1	Human Resources Meeting to discuss pay raises 2020-2021 wages	2019-2020 wages					
2							
3	Bi Weekly	2%			3%	4%	5%
4	Accounting Clerk - Bill payments	\$999.9876	\$ 1,019.990	\$ 1,029.990	\$ 1,039.990	\$ 1,049.987	\$ 1,049.987
5	- Payroll	\$428.5734	\$ 437.140	\$ 441.430	\$ 445.710	\$ 450.000	\$ 450.000
6							
7		4%					
8							
9	hourly employee	\$27.3208	\$ 27.866	\$ 28.140	\$ 28.413	\$ 28.687	\$ 28.687
10	hourly employee	\$21.8504	\$ 22.287	\$ 22.506	\$ 22.724	\$ 22.943	\$ 22.943
11	hourly employee	\$34.9648	\$ 35.664	\$ 36.014	\$ 36.364	\$ 36.713	\$ 36.713
12	hourly employee	\$24.0344	\$ 24.515	\$ 24.755	\$ 24.995	\$ 25.236	\$ 25.236
13	hourly employee	\$18.7200	\$ 19.090	\$ 19.282	\$ 19.469	\$ 19.656	\$ 19.656
14							
15		3%					
16	Supervisor	\$30,900.00	\$31,518.00	\$31,827.00	\$32,136.00	\$32,445.00	\$32,445.00
17	Treasurer	\$30,900.00	\$31,518.00	\$31,827.00	\$32,136.00	\$32,445.00	\$32,445.00
18	Clerk	\$30,900.00	\$31,518.00	\$31,827.00	\$32,136.00	\$32,445.00	\$32,445.00
19	Trustee	\$5,150.00	\$5,253.00	\$5,304.50	\$5,356.00	\$5,407.50	\$5,407.50
20	Special Board Meeting	\$60.00 per meeting					
21	Board Members /part of another board	\$80.00 per meeting (Planning)					
22		\$60.00 per meeting (Zoning)					
23		\$60.00 per meeting (Howell Park & Rec)	\$80.00				
24							
25	Planning	\$80.00 per meeting					
26							
27	Zoning	\$60.00 per meeting					
28							
29	Board of Review	4 hours or less \$60.00 per hour	\$80.00				
30		4 hours or more \$200.00 per Meeting	(went from 3 meetings to 2)				
31							
32	Martha Haglund Township Park Meetings						
33	grant writing						

# AGENDA ITEM

9B

## Howell Township Treasurer

---

**From:** Howell Township Assessor  
**Sent:** Wednesday, May 20, 2020 12:03 PM  
**To:** Howell Township Treasurer  
**Subject:** FW: Your Dell Quote 3000056618604.3  
**Attachments:** US\_QUOTE\_3000056618604.3.pdf

Jonathan,

Attached is a quote to upgrade two more computers. This would leave us only one remaining for next year's budget. The three that need it are Treasurer, Clerk, and Zoning Administrator. I asked Darlene about laptops and it really does not make sense because we would still need a desktop to remote into. BS&A is not in the cloud.

Thanks,  
Brent Kilpela

Assessor  
Howell Township  
(517) 546-2817 x111

**From:** Darlene McManus [mailto:dar@mwcomp.com]  
**Sent:** Wednesday, May 20, 2020 9:20 AM  
**To:** Howell Township Assessor <assessor@howelltownshipmi.org>  
**Subject:** FW: Your Dell Quote 3000056618604.3

2 more computers  
8 hours labor x \$150

I will need PO # to send over to Dell to get those processed.

*'Just in case ... no one has told you today. YOU are amazing! Have a really great day.'*

*--- And be kind to one another.*

Thanks and make it a great day,

Darlene McManus  
Micro Works Computing, Inc.

Serving Business Computing Needs Since 1987  
[dar@mwcomp.com](mailto:dar@mwcomp.com)  
<http://www.mwcomp.com>  
(810)229-6781  
(810)229-6818 FAX

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Connecting the Cloud, Windows Servers, Windows Workstations,  
iPads, iPhones, MACs, Droid Phones, Android Pads and Blackberrys together.

\*\*\* All EMail is scanned using Microsoft Forefront (Part of Office 365) \*\*\*



**From:** [Allie.Ziober@dell.com](mailto:Allie.Ziober@dell.com) <[Allie.Ziober@dell.com](mailto:Allie.Ziober@dell.com)>  
**Sent:** Friday, May 15, 2020 2:03 PM  
**To:** Darlene McManus <[dar@mwcomp.com](mailto:dar@mwcomp.com)>  
**Subject:** Your Dell Quote 3000056618604.3

Dell Customer Communication - Confidential

Good afternoon Darlene,

I attached the updated quote, please review and let me know if any changes need to be made.

Thanks!

**Allie Ziober**

Inside Account Manager, Public  
Dell Technologies | Mid-Market Acquisition  
Office 512-725-0213

**From:** Darlene McManus <[dar@mwcomp.com](mailto:dar@mwcomp.com)>  
**Sent:** Friday, May 15, 2020 12:58 PM  
**To:** Ziober, Allie  
**Subject:** RE: Your Dell Quote 3000056618604.2

[EXTERNAL EMAIL]

Allie,

Can you get me a quote for another two computers for Howell Township. They have money in the budget year ending June 30 to get 2 more.

*“Optimism is the faith that leads to achievement. Nothing can be done without hope and confidence.” – Helen Keller*  
*--- And be kind to one another.*

Thanks and make it a great day,

Darlene McManus  
Micro Works Computing, Inc.

Serving Business Computing Needs Since 1987  
[dar@mwcomp.com](mailto:dar@mwcomp.com)  
<http://www.mwcomp.com>  
(810)229-6781  
(810)229-6818 FAX

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iPads, iPhones, MACs, Droid Phones, Android Pads and Blackberrys together.

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**From:** [Allie.Ziober@dell.com](mailto:Allie.Ziober@dell.com) <[Allie.Ziober@dell.com](mailto:Allie.Ziober@dell.com)>  
**Sent:** Wednesday, March 18, 2020 2:40 PM  
**To:** Darlene McManus <[dar@mwcomp.com](mailto:dar@mwcomp.com)>  
**Subject:** RE: Your Dell Quote 3000056618604.2

Dell Customer Communication - Confidential

Hey Darlene,

Perfect! All I need from you is the PO # or PO form and I can go ahead and process the order for you.

Thanks!

**Allie Ziober**

Inside Account Manager, Public  
Dell Technologies | Mid-Market Acquisition  
Office 512-725-0213

**From:** Darlene McManus <[dar@mwcomp.com](mailto:dar@mwcomp.com)>  
**Sent:** Wednesday, March 18, 2020 1:22 PM  
**To:** Ziober, Allie  
**Subject:** RE: Your Dell Quote 3000056618604.2

[EXTERNAL EMAIL]

I got the approval to order. I have a PO #. What do you need to get the order started?

*"For each petal on the shamrock...this brings a wish your way – Good health, good luck, and happiness for today and every day." – Author Unknown*

Happy St. Patrick's Day!

Thanks and make it a great day,

Darlene McManus  
Micro Works Computing, Inc.

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[dar@mwcomp.com](mailto:dar@mwcomp.com)  
<http://www.mwcomp.com>  
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**From:** [Allie.Ziober@dell.com](mailto:Allie.Ziober@dell.com) <[Allie.Ziober@dell.com](mailto:Allie.Ziober@dell.com)>  
**Sent:** Monday, March 2, 2020 11:49 AM

**To:** Darlene McManus <dar@mwcomp.com>

**Subject:** Your Dell Quote 3000056618604.2

Dell Customer Communication - Confidential

Hey Darlene,

I attached the updated quote and will hear from you March 17<sup>th</sup>! Please let me know if you need anything else.

Thanks!

**Allie Ziober**

Inside Account Manager, Public  
Dell Technologies | Mid-Market Acquisition  
Office 512-725-0213

**From:** Darlene McManus <dar@mwcomp.com>

**Sent:** Monday, March 2, 2020 10:47 AM

**To:** Ziober, Allie

**Subject:** RE: Your Dell Quote 3000056618604.1

[EXTERNAL EMAIL]

Allie – They would like to make it Qty 2 and they will present to the Board on March 16. Should have final approval and PO on the 17<sup>th</sup>.

*“Cupcakes are muffins that believed in miracles.”*

Thanks and make it a great day,

Darlene McManus  
Micro Works Computing, Inc.

Serving Business Computing Needs Since 1987

[dar@mwcomp.com](mailto:dar@mwcomp.com)

<http://www.mwcomp.com>

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iPads, iPhones, MACs, Droid Phones, Android Pads and Blackberrys together.

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**From:** Allie.Ziober@dell.com <Allie.Ziober@dell.com>

**Sent:** Thursday, February 27, 2020 5:14 PM

**To:** Darlene McManus <dar@mwcomp.com>

**Subject:** Your Dell Quote 3000056618604.1

Dell Customer Communication - Confidential

Yes, I attached the updated quote. Please let me know if any other changes need to be made.

Thanks!

**Allie Ziober**

Inside Account Manager, Public  
Dell Technologies | Mid-Market Acquisition  
Office 512-725-0213

**From:** Darlene McManus <dar@mwcomp.com>  
**Sent:** Thursday, February 27, 2020 4:07 PM  
**To:** Ziober, Allie  
**Subject:** RE: Your Dell Quote 3000056615497.1

[EXTERNAL EMAIL]

Please change name to Jean Graham. Carolyn is no longer an employee

*"You cannot stop the waves, but you can learn to surf." – Jon Kabat-Zinn*

Thanks and make it a great day,

Darlene McManus  
Micro Works Computing, Inc.

Serving Business Computing Needs Since 1987  
[dar@mwcomp.com](mailto:dar@mwcomp.com)  
<http://www.mwcomp.com>  
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iPads, iPhones, MACs, Droid Phones, Android Pads and Blackberrys together.

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**From:** Allie.Ziober@dell.com <Allie.Ziober@dell.com>  
**Sent:** Thursday, February 27, 2020 4:47 PM  
**To:** Darlene McManus <dar@mwcomp.com>  
**Subject:** Your Dell Quote 3000056615497.1

Dell Customer Communication - Confidential

Hey Darlene,

I attached the quote for Howell Township, please review and let me know if any changes need to be made. We only have 8 or 16GB of RAM, so I added the 16GBs.

Thanks!

**Allie Ziober**

Inside Account Manager, Public  
Dell Technologies | Mid-Market Acquisition

**From:** Callahan, Grant <[Grant\\_Callahan@Dell.com](mailto:Grant_Callahan@Dell.com)>  
**Sent:** Thursday, February 27, 2020 3:32 PM  
**To:** Ziober, Allie  
**Cc:** Darlene McManus  
**Subject:** FW: Howell Township

Dell Customer Communication - Confidential

Hi Allie!

I have Darlene's request below. Her customer number is 15329742

**Cheers!**

**Grant Callahan**

Inside Sales Account Manager, Public  
Dell Technologies | Mid-Market Acquisition  
Office: 512-513-0643  
[Grant\\_Callahan@dell.com](mailto:Grant_Callahan@dell.com)  
How am I doing? Email my manager [Adam\\_Vinyard@Dell.com](mailto:Adam_Vinyard@Dell.com)

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Please consider the environment before printing this email.

**From:** Darlene McManus <[dar@mwcomp.com](mailto:dar@mwcomp.com)>  
**Sent:** Thursday, February 27, 2020 1:59 PM  
**To:** Callahan, Grant  
**Subject:** Howell Township

[EXTERNAL EMAIL]

Hi Grant,

I just got a call from Howell Township and they would like a quote for a new computer.

I would like something similar to the machine you speced for Deerfield Twp (Opti3070) but would like in Desktop and 12GB of Ram. They do not need Office 2019.

Howell Township  
3525 Byron  
Howell, MI 48855  
517-546-2817

"You cannot stop the waves, but you can learn to surf." – Jon Kabat-Zinn

Thanks and make it a great day,

Darlene McManus  
Micro Works Computing, Inc.

Serving Business Computing Needs Since 1987  
[dar@mwcomp.com](mailto:dar@mwcomp.com)  
<http://www.mwcomp.com>  
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iPads, iPhones, MACs, Droid Phones, Android Pads and Blackberrys together.

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**From:** [Grant\\_Callahan@Dell.com](mailto:Grant_Callahan@Dell.com) <[Grant\\_Callahan@Dell.com](mailto:Grant_Callahan@Dell.com)>  
**Sent:** Wednesday, February 26, 2020 4:03 PM  
**To:** Darlene McManus <[dar@mwcomp.com](mailto:dar@mwcomp.com)>  
**Subject:** Your Dell Quote 3000056446873.1



## A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Your quote details appear below, also a complete summary of your items can be found in the attachment. Just reply to this email when you're ready to proceed with your order. Thanks for Shopping with Dell!

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

<b>Quote No.</b>	<b>3000056446873.1</b>	<b>Sales Rep</b>	Grant Callahan
<b>Total</b>	<b>\$3,223.01</b>	<b>Phone</b>	(800) 456-3355, 5130643
<b>Customer #</b>	16211756	<b>Email</b>	<a href="mailto:Grant_Callahan@Dell.com">Grant_Callahan@Dell.com</a>
<b>Quoted On</b>	Feb. 26, 2020	<b>Billing To</b>	MR ACCOUNTS
<b>Expires by</b>	Mar. 27, 2020		PAYABLE
			DEERFIELD TOWNSHIP
			4492 CTR RD
			LINDEN, MI 48451-8540

---

**Message from your Sales Rep**

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,  
Grant Callahan

---

Product	Unit Price	Qty	Subtotal
Targus Spy Guard Webcam Cover - Web camera cover - black (pack of 10)	\$18.92	1	\$18.92
OptiPlex 3070 SFF MLK	\$904.79	1	\$904.79
Dell Wireless Keyboard & Mouse - KM636	\$35.99	2	\$71.98
OptiPlex 7470 AIO MLK	\$1,113.66	2	\$2,227.32

---


<b>Subtotal:</b>	<b>\$3,223.01</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Non-Taxable Amount:</b>	<b>\$3,223.01</b>
<b>Taxable Amount:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>

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<b>Total:</b>	<b>\$3,223.01</b>
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Special lease pricing may be available for qualified customers and offers. Please contact your DFS Sales Representative for details.

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CONNECT WITH DELL: 

**BROWSE MORE OPTIONS:**

IT Transformation



Laptops



Desktops



Servers &amp; Storage



2-in-1's

Electronics &  
Accessories

Financing Options



Dell Services



Dell Support



Subscription Center



Events



Dell Premier

## Important Notes

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## A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

<b>Quote No.</b>	3000056618604.3	<b>Sales Rep</b>	Allie Ziober
<b>Total</b>	\$1,734.02	<b>Phone</b>	(800) 456-3355, 7250213
<b>Customer #</b>	15329742	<b>Email</b>	Allie_Ziober@Dell.com
<b>Quoted On</b>	May. 15, 2020	<b>Billing To</b>	JEAN GRAHAM
<b>Expires by</b>	Jun. 14, 2020		HOWELL TOWNSHIP
			3525 BYRON RD
			HOWELL, MI 48855-7751

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,  
Allie Ziober

---

### Shipping Group

<b>Shipping To</b>	<b>Shipping Method</b>
JEAN GRAHAM HOWELL TOWNSHIP 3525 BYRON RD HOWELL, MI 48843 (517) 546-2817	Standard Delivery

Product	Unit Price	Qty	Subtotal
OptiPlex 3070 MT MLK	\$867.01	2	\$1,734.02

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<b>Subtotal:</b>	<b>\$1,734.02</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Non-Taxable Amount:</b>	<b>\$1,734.02</b>
<b>Taxable Amount:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<hr/>	
<b>Total:</b>	<b>\$1,734.02</b>

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

## Shipping Group Details

### Shipping To

JEAN GRAHAM  
 HOWELL TOWNSHIP  
 3525 BYRON RD  
 HOWELL, MI 48843  
 (517) 546-2817

### Shipping Method

Standard Delivery

Description	SKU	Unit Price	Qty	Subtotal
<b>OptiPlex 3070 MT MLK</b>		<b>\$867.01</b>	<b>2</b>	<b>\$1,734.02</b>
Estimated delivery if purchased today: Jun. 19, 2020 Contract # C000000006563 Customer Agreement # Dell Std Terms				
OptiPlex 3070 MT XCTO	210-ASDY	-	2	-
Intel (R) Core (TM) i5-9500 (6 Cores/9MB/6T/3.0GHz to 4.4GHz/65W); supports Windows 10/Linux)	338-BRSY	-	2	-
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	2	-
No AutoPilot	340-CKSZ	-	2	-
Microsoft(R) Office 30 Days Trial	658-BCSB	-	2	-
16GB 2X8GB 2666MHz DDR4 Memory	370-AEBG	-	2	-
M.2 256GB PCIe NVMe Class 35 Solid State Drive	400-BEUP	-	2	-
M2X3.5 Screw for SSD/DDPE	773-BBBC	-	2	-
No Additional Hard Drive	401-AANH	-	2	-
Intel Integrated Graphics, Dell OptiPlex	490-BBFG	-	2	-
OptiPlex 3070 Tower with 260W up to 85% efficient Power Supply (80Plus Bronze)	329-BEJR	-	2	-
System Power Cord (Philippine/TH/US)	450-AAOJ	-	2	-
DVD+/-RW Bezel	325-BCXM	-	2	-
8x DVD+/-RW 9.5mm Optical Disk Drive	429-ABFH	-	2	-
CMS Essentials DVD no Media	658-BBTV	-	2	-
No Media Card Reader	379-BBHM	-	2	-
No Wireless LAN Card	555-BBFO	-	2	-
No Wireless Driver	340-AFMQ	-	2	-
Chassis Intrusion Switch Tower	461-AAEF	-	2	-
No Stand Option	575-BBBI	-	2	-
No Additional Cable Requested	379-BBCY	-	2	-
No PCIe add-in card	492-BBFF	-	2	-
Black Dell KB216 Wired Multi-Media Keyboard English	580-ADJC	-	2	-
Black Dell MS116 Wired Mouse	275-BBBW	-	2	-
No Cable Cover	325-BCZQ	-	2	-
Not selected in this configuration	817-BBBC	-	2	-
SupportAssist	525-BBCL	-	2	-
Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	2	-

Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	2	-
Waves Maxx Audio	658-BBRB	-	2	-
Software for OptiPlex Systems	658-BEGX	-	2	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	2	-
No Media	620-AAOH	-	2	-
ENERGY STAR Qualified	387-BBLW	-	2	-
Safety/Environment and Regulatory Guide (English/French Multi-language)	340-AGIK	-	2	-
Dell Watchdog Timer	379-BDLB	-	2	-
Quick Setup Guide 3070 Tower	340-CMOG	-	2	-
US Order	332-1286	-	2	-
No UPC Label	389-BCGW	-	2	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	2	-
Ship Material for OptiPlex Tower	340-CDWT	-	2	-
Shipping Label for DAO	389-BBUU	-	2	-
MT: EPA Regulatory LBL for Mexico	389-DQRP	-	2	-
No CompuTrace	461-AABF	-	2	-
Intel(R) Core(TM) i5 Processor Label	340-CKVN	-	2	-
Desktop BTO Standard shipment	800-BBIO	-	2	-
No Out-of-Band Systems Management	631-ACDC	-	2	-
No Additional Video Ports	492-BCKH	-	2	-
No Additional Add In Cards	382-BBHX	-	2	-
No Optane	400-BFPO	-	2	-
No Dell Backup and Recovery software	637-AAAM	-	2	-
Custom Configuration	817-BBBB	-	2	-
No Anti-Virus Software	650-AAAM	-	2	-
Dell Limited Hardware Warranty Plus Service	803-8583	-	2	-
ProSupport Plus: Accidental Damage Service, 3 Years	803-8774	-	2	-
ProSupport Plus: Keep Your Hard Drive, 3 Years	803-8802	-	2	-
ProSupport Plus: Next Business Day Onsite, 3 Years	803-8830	-	2	-
ProSupport Plus: 7x24 Technical Support, 3 Years	803-8886	-	2	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit <a href="http://www.dell.com/contactdell">www.dell.com/contactdell</a> or call 1-866-516-3115	997-8367	-	2	-

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<b>Subtotal:</b>	<b>\$1,734.02</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<hr/>	
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PRELIMINARY ESTIMATE OF COST



BYRON ROAD SIDEWALK  
HOWELL TOWNSHIP  
LIVINGSTON COUNTY, MICHIGAN

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Mobilization	\$4,000.00	\$4,000.00
2.	0.25	Acre	Clearing	\$5,000.00	\$1,250.00
3.	30	Ft	Curb and Gutter, Rem	\$10.00	\$300.00
4.	100	Syd	Pavt, Rem	\$9.50	\$950.00
5.	415	Cyd	Excavation, Earth	\$8.50	\$3,527.50
6.	160	Cyd	Subbase, CIP	\$25.00	\$4,000.00
7.	140	Sq. Ft.	Sidewalk Ramp, Conc, 4 inch	\$7.00	\$980.00
8.	30	Ft	Curb Ramp Opening, Conc	\$25.00	\$750.00
9.	25	Ft	Detectable Warning Surface	\$40.00	\$1,000.00
10.	1.5	Ton	Hand Patch, HMA	\$500.00	\$750.00
11.	10,000	Sq. Ft.	Sidewalk, Conc, 4 inch	\$4.50	\$45,000.00
12.	1,650	Sq. Ft.	Sidewalk, Conc, 6 inch	\$5.00	\$8,250.00
13.	1	Lump Sum	Soil Erosion and Sediment Control	\$5,000.00	\$5,000.00
14.	1	Lump Sum	Maintenance of Traffic	\$10,000.00	\$10,000.00
Sub-Total - Construction Cost					<u>\$85,757.50</u>
Contingencies (~20%)					\$16,742.50
Engineering (~10%)					\$8,000.00
Construction Administration, Staking, and Inspection (~10%)					\$8,000.00
Materials Testing (~2%)					\$1,500.00
<b>TOTAL PRELIMINARY ESTIMATE OF COST</b>					<b><u>\$120,000.00</u></b>

Spicer Group, Inc.  
June 2, 2020

# AGENDA ITEM

9D

**ADD REU**

Permit #	Contractor	Job Address	Fee Total
PREU20-001	JEFFERY DANIEL W	78 FORDNEY PL	\$7,172.44
<b>Work Description:</b>			

**Total Permits For Type: 1**  
**Total Fees For Type: \$7,172.44**

**Residential Land Use**

Permit #	Contractor	Job Address	Fee Total
P20-038	MARTINEZ RAUL G	1125 W ALLEN	\$10.00
<b>Work Description:</b> WAIVER FOR AGRICULTURAL BUILDING.			
P20-028	MAKOWSKI RYAN AND AMY	2115 W ALLEN	\$75.00
<b>Work Description:</b> 20 FT BY 20 FT WOOD PERGOLA, ACCESSORY STRUCTURE LOCATED IN THE REAR YARD.			
P20-022	MCDONALD JASON R AND PA	2075 HICKORY ACRE	\$50.00
<b>Work Description:</b> 18' X 36' NON-DIVING POOL, 42" IN-GROUND. 4' HIGH 3-RAIL ALUMINUM PANEL FENCE.			
P20-023	ROBERTS JEFFREY DEAN	3648 RIVERTON DR	\$75.00
<b>Work Description:</b> 1,644 SQ FT SINGLE STORY DWELLING ON A FULL FINISHED WALKOUT BASEMENT WITH A 3 CAR ATTACHED GARAGE. 12 X 23 COVERED DECK WITH A CONCRETE PATIO BELOW.			
P20-034	TUTTLE BONNIE	5820 CRANDALL	\$50.00
<b>Work Description:</b> 182 FT. OF 6 FT. VINYL PRIVACY FENCE. 79 FT. OF 4-CHAIN LINK FENCE (BACK). INCLUDES ONE WALK GATE.			
P20-039	RUSHING JENIFER	5805 CRANDALL	\$50.00
<b>Work Description:</b> 6 FOOT PRIVACY FENCE AROUND BACK YARD.			
P20-024	HOHENSTEIN JONATHAN	4138 CRANDALL	\$10.00
<b>Work Description:</b> 3 FOOT FENCE AROUND GARDEN.			
P20-029	WARSON ZACHARY AND AMA	3486 AMBER OAKS DR	\$50.00
<b>Work Description:</b> 15.8 FT BY 33.5 FT ABOVE GROUND KAYAK POOL. LOCATED IN THE REAR YARD. INCLUDES INSTALLATION OF ENCLOSED FENCE WITH A LATCH GATE AND A REMOVABLE LADDER.			
P20-031	JAFANO (STEPHENS) KAITLY	384 VENTURA CT	\$50.00
<b>Work Description:</b> 275 FT. LONG CHAINLINK, VINYL COATED FENCE, 4 FT. IN HEIGHT, CONSTRUCTED IN THE BACK YARD.			



P20-030	WESTVIEW CAPITAL LLC	3279 HILL HOLLOW LN	\$105.00
<b>Work Description:</b> 1,822 SQ FT BI-LEVEL, ATTACHED 2 CAR GARAGE, 10 X 10 CEMENT PATIO.			
P20-033	WESTVIEW CAPITAL LLC	3287 HILL HOLLOW LN	\$105.00
<b>Work Description:</b> 2,059 SQ FT BI-LEVEL WITH A 2 CAR ATTACHED GARAGE.			
P20-027	STACHURA KEVIN AND DEVO	3205 HILL HOLLOW LN	\$50.00
<b>Work Description:</b> INSTALLATION OF 296' TOTAL OF A 6' TALL VINYL PRIVACY FENCE.			
P20-041	WESTVIEW CAPITAL LLC	3017 IVY WOOD CIR	\$105.00
<b>Work Description:</b> 2,022 SF. TWO-STORY HOME ON A FULL FINISHED BASEMENT WITH AN ATTACHED TWO-CAR GARAGE (400 SF.) AND A COVERED FRONT PORCH (30 SF.) AND A 10 X 10 FT. BACK PATIO.			
P20-032	WESTVIEW CAPITAL LLC	140 PINECOVE TRL	\$105.00
<b>Work Description:</b> 2,276 SQ FT 2 STORY DWELLING WITH A 2 CAR ATTACHED GARAGE.			
P20-025	CASTIGLIONE JOEL AND LAU	3792 BYRON	\$75.00
<b>Work Description:</b> 30 X 48 POLE BARN			
P20-037	WALKER JIMMY & CAROLYN	3275 BYRON	\$50.00
<b>Work Description:</b> 8 X 20 DECK ON SIDE OF HOUSE.			
P20-035	SYLVESTER MICHAEL J	2654 OAK GROVE RD	\$75.00
<b>Work Description:</b> 16 X 19 ADDITION ON A CRAWL SPACE, DEMO INTERIOR AND REMODEL EXISTING HOME.			
P20-036	SNOVER ALEXIS	2250 OAK GROVE RD	\$50.00
<b>Work Description:</b> REPLACEMENT OF AN EXISTING FENCE. CHANGES: EAST FENCE WILL MOVE THREE (3) FT. EAST FROM PREVIOUS LOCATION. SOUTH FENCE WILL MOVE ONE (1) FT. SOUTH FROM PREVIOUS LOCATION. NO OTHER CHANGES			
P20-040	DUCHESNEAU MICHELLE	5488 OAKMONT	\$10.00
<b>Work Description:</b> TEAR OFF & RE-SHINGLE HOUSE AND GARAGE			
P20-026	ROSS JEFFREY D	3872 MASON RD	\$10.00
<b>Work Description:</b> INSTALLATION OF STANDBY GENERATOR IN THE REAR YARD.			

**Total Permits For Type: 20**

**Total Fees For Type: \$1,160.00**

## Sewer Connection

Permit #	Contractor	Job Address	Fee Total
PWS20-102	JEFFERY DANIEL W	78 FORDNEY PL	\$5,000.00
<b>Work Description:</b>			

**Total Permits For Type: 1**

Total Fees For Type: \$5,000.00

## Sign

Permit #	Contractor	Job Address	Fee Total
P20-042	TANGER PROPERTIES LLC	1475 N BURKHART D-210	\$175.00
<b>Work Description:</b> 2 X 12 FOOT SIGN ON FRONT OF BUILDING.			

Total Permits For Type: 1

Total Fees For Type: \$175.00

## Report Summary

Population: All Records  
Permit.DateIssued Between  
5/1/2020 12:00:00 AM AND  
5/31/2020 11:59:59 PM

**Grand Total Fees:** \$13,507.4

**Grand Total Permits:** 23

# AGENDA ITEM

9E

## **Monthly Activity Report for May 2020 – Assessing Dept/Brent Kilpela**

### **MTT UPDATE:**

**Burkhart Ridge v Howell Township:** Prehearing General Call set for September 16, 2020 with valuation disclosure due by June 19, 2020. Petitioner has filed a motion for an extension as the current environment has not allowed for discovery.

**Chestnut Development LLC v Howell Township:** Petitioner withdrew appeal. No cost to Township.

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

### **ASSESSING OFFICE:**

**ASSESSOR:** Received word from Eagle View that the oblique imagery flyover was complete. The next step is to compile all the flights into a mosaic. The imagery should be available before the end of June. Also working on the 2021 assessment roll.

**OTHER:** Worked with Microworks to replace both the Deputy Treasurer and Assessor computers.

# AGENDA ITEM

9G

## MHOG Report – May 2020 Meeting

- Maintenance and Operations:
  - 35 Million Gallons in April. Down 10% YOY
    - Residential districts are up, but Commercial districts are down
  - MHOG staff back full time on May 10<sup>th</sup>
  - Wellhead protection area ordinance – MHOG wants to draft a wellhead protection ordinance that townships who don't have one can adopt.
- Project Updates:
  - Sanitorium Road Transmission Main: This is the 24-inch main from the water plant to the Sanitorium booster station. Tetra Tech is working on Wetland Permit Applications and MHOG is starting to plan Title and Right of Way agreements
  - Cross Country Main: Hometown Tower in Marion Township. We received EGLE authorization for boring through the wetlands.
  - System Expansion Work is picking back up now that construction has resumed. Sewer and Water elevation surveys for Mugg and Bopp's on D-19.
  - Eager Road Bridge project is progressing well. The water main is all tied in on both sides.
  - EGLE is requiring another Risk assessment / Emergency Response plan. This one is a Risk and Resiliency test that is tied to Cyber Security. MHOG is meeting with Tetra Tech to determine scope and costs. Due to the state in June 2021.
  - Purchased a new fire pump for the Georgetown Water Booster to replace the one that burned up in March. Cost of new was the same a rebuilt pump. Greg changed the operating model so the fire pump only kicks on if both primary pumps fail or cannot keep up.

# AGENDA ITEM

9H

- Planning Commission Report 5/26/2020
  - Westview Capital Rezoning Request - PC 2020-01
    - Residents have concerns about increase in traffic and decrease in privacy. Amber Oaks residents have concerns about Allen Edwin homes not completing all build items to spec. Commission discussion continued around traffic issues at M-59/Oak Grove and Kroger. Recommendation was made that developments along that Oak Grove corridor come prepared with a traffic study. Site is currently zoned for SFR, Office, and NSC.
    - Applicant stated they would like to put attached condominiums on the parcel(s). Currently there are 103 REU's available across 23 acres.
    - Planning Commission was split 3-3 on recommending rezoning.
  - Annex Group Preliminary Site Plan - PC2020-04
    - Discussions regarding Oak Grove and M-59 traffic continued. Asked applicant to include a second entrance/exit off Henderson road. Also asked for a full traffic study to be provided with final site plan.
    - Preliminary site plan was approved and included comments from Planners Report, Engineers Report, MHOG, HAFA, LCRC, and LCDC.
  - Crossroads Digital Outdoor - Final Site Plan - PC2020-03
    - Planner provided overview of his report and discussed overall approach as well as variances that were part of consent judgement. The consent judgement was not available for Planning Commission to review. Site plan was tabled pending a review of the consent judgement.



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**HOWELL TOWNSHIP PLANNING COMMISSION - ELECTRONIC**

**SYNOPSIS: TUESDAY, MAY 26, 2020, 6:30 P.M. - ZOOM**

3525 BYRON RD. HOWELL TOWNSHIP HALL, HOWELL MI 48855 (517-546-2817)

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**UNFINISHED BUSINESS:**

**RE-OPEN THE PUBLIC HEARING:** Previously tabled at the April 28, 2020 Planning Commission meeting.

**REZONING REQUEST** – Westview Capital, LLC, File #PC-2020-01, Parcel ID #4706-25-200-046 to be rezoned from “Office and Neighborhood Service Commercial” to “Multiple Family Residential” and Parcel ID #4706-25-200-047 to be rezoned from “Office and Single Family Residential” to “Multiple Family Residential.” Parcels are abutted, located on Oak Grove Road, Howell MI 48855.

- Addressed public correspondences submitted prior to the public hearing
- Present for the Hearing was Dan Larabel, representing Westview Capital, LLC.
- Call to the Public:
  - Ann Mack at 1818 Oak Grove Road
  - Amy Koslowski at 1900 Oak Grove Road
  - Julia Barker at 336 Keenan Court
  - Peter Manwiller at 359 Ventura Court
  - Brent Bode at 3715 at Westcott Court
  - Rachel Dirmeyer at 1730 Oak Grove Road

**MOTION** by Manwiller, seconded by Sloan, “**TO DENY THE PROPOSED REZONING REQUEST BY WESTVIEW CAPITAL, LLC, FILE #PC-2020-01, PARCEL #4706-25-200-046 FROM “OS” AND “NSC” TO “MFR” AND PARCEL #4706-25-200-047 FROM “OS” AND “SFR” TO “MFR” BASED ON THE FINDINGS OF CURRENT AVAILABLE TRAFFIC STUDY DATA AND THE MANY CONCERNS OF THE RESIDENTS DURING THE MAY AND APRIL PUBLIC HEARINGS, THAT THE CONSEQUENCES OF REZONING THESE PARCELS FOR DENSE DEVELOPMENT WILL LEAD TO AN UNWANTED INCREASE IN TRAFFIC IN AN ALREADY CONGESTED/OVERLY-BURDENED INTERSECTION, THAT WITH RESPECT TO THE MASTER PLAN’S CALL FOR IMPROVEMENTS TO THE M-59/OAK GROVE INTERSECTION, SUCH AS ADDING A LEFT TURN SIGNAL AND WIDENING THE ROAD ARE PREREQUISITES TO THE REQUEST FOR DENSE DEVELOPMENT SO AS TO NOT MAKE THE COMMUTE FOR THE RESIDENTS OF HOWELL TOWNSHIP MORE BURDENSOM THAN IT ALREADY IS.**” Discussion followed.

- Commissioner Manwiller re-states the motion after discussion.

**MOTION** by Manwiller, “**TO RECOMMEND DENIAL TO THE TOWNSHIP BOARD ON THE PROPOSED REZONING REQUEST BY WESTVIEW CAPITAL, LLC, FILE #PC-2020-01, PARCEL #4706-25-200-046 FROM “OS” AND “NSC” TO “MFR” AND PARCEL #4706-25-200-047 FROM “OS” AND “SFR” TO “MFR” BASED ON THE FINDINGS OF CURRENT AVAILABLE TRAFFIC STUDY DATA AND THE MANY CONCERNS OF THE RESIDENTS DURING THE MAY AND APRIL PUBLIC HEARINGS, THAT THE CONSEQUENCES OF REZONING THESE PARCELS FOR DENSE DEVELOPMENT WILL LEAD TO AN UNWANTED INCREASE IN TRAFFIC IN AN ALREADY CONGESTED/OVERLY-BURDENED INTERSECTION, THAT WITH RESPECT TO THE MASTER PLAN’S CALL FOR IMPROVEMENTS TO THE M-59/OAK GROVE INTERSECTION, SUCH AS ADDING A LEFT TURN SIGNAL AND WIDENING THE ROAD ARE PREREQUISITES TO THIS SPECIFIC REQUEST FOR DENSE DEVELOPMENT SO AS TO NOT MAKE THE COMMUTE FOR THE RESIDENTS OF HOWELL TOWNSHIP MORE BURDENSOM THAN IT ALREADY IS.**”

- No second was made, as result the motion died with no action taken.

**MOTION** by Miller, with a friendly amendment from Haglund, seconded by Counts, “**TO RECOMMEND APPROVAL TO THE TOWNSHIP BOARD ON THE REZONING REQUEST BY WESTVIEW CAPITAL, LLC, FILE #PC-2020-01, PARCEL #4706-25-200-046 FROM “OS” AND “NSC” TO “MFR” AND PARCEL #4706-25-200-**

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**HOWELL TOWNSHIP PLANNING COMMISSION - ELECTRONIC**

**SYNOPSIS: TUESDAY, MAY 26, 2020, 6:30 P.M. - ZOOM**

3525 BYRON RD. HOWELL TOWNSHIP HALL, HOWELL MI 48855 (517-546-2817)

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**047 FROM “OS” AND “SFR” TO “MFR” BASED ON THE FINDINGS THAT IT IS CONSISTENT WITH THE MASTER PLAN, COMPATIBLE WITH THE SURROUNDING USAGE, AND THAT IT WILL NOT INVERSELY IMPACT PUBLIC SERVICES SUCH AS WATER /SEWER.”** Discussion followed. The roll was called.

- Henry – No, Miller – yes, Manwiller – No, Counts – yes, Sloan – no, Haglund – yes. Motion tied 3 – 3.
- Chairperson Sloan sends the split 3 to 3 tie on a motion to approve the rezoning, not coming to a majority opinion amongst ourselves.

**NEW BUSINESS**

**PRELIMINARY SITE PLAN REVIEW** – The Annex Group, Union at Oak Grove. File #PC-2020-04. Parcel #4706-25-100-028. Located on Oak Grove Road, Howell MI 48855.

- Planner’s Report dated: 05.20.2020, Engineer’s Report dated: 05.20.2020
- Applicants present: Lori Edwards from the Annex Group, Jake Hamilton and Brent LaVanway from Boss Engineering.

**MOTION** by Counts, seconded by Haglund, **“TO APPROVE THE PRELIMINARY SITE PLAN FOR UNION AT OAK GROVE BY THE ANNEX GROUP, FILE #PC-2020-04, PARCEL ID #4706-25-100-028, CONTINGENT UPON A TRAFFIC STUDY BEING PROVIDED, INCLUSIVE OF ALL COMMENTS FROM THE PLANNER’S REPORT DATED: 05.20.2020 AND THE ENGINEER’S REPORT DATED: 05.20.2020, AS WELL AS RECEIVING APPROVAL FROM ALL OTHER LOCAL GOVERNING AUTHORITIES, INCLUDING FIRE MARSHAL, MHOG, LIVINGSTON COUNTY DRAIN COMMISSION AND LIVINGSTON COUNTY ROAD COMMISSION.”** Discussion followed. The roll was called.

- Counts – Yes, Haglund – Yes, Henry – Yes, Manwiller – yes, Sloan – yes, Miller – yes. Motion carried.

**PRELIMINARY/FINAL SITE PLAN REVIEW** – Crossroads Digital Outdoor, File #PC-2020-03, Parcel #4706-28-100-039, located at 3585 W. Grand River Ave. Howell MI 48855.

- Planner’s Report dated: 05.18.2020, Engineer’s Report dated: 05.18.2020
- Applicants present: Jon Krusel from Crossroads Outdoor and Brent LaVanway from Boss Engineering

**MOTION** by Haglund, with a friendly amendment by Henry, seconded by Miller, **“TO TABLE THE PRELIMINARY/FINAL SITE PLAN FOR CROSSROADS DIGITAL OUTDOOR, FILE #PC-2020-03, PARCEL #4706-28-100-039.”** Discussion followed. Motion carried and tabled unanimously.

Meeting adjourned at 9:46 P.M.

# AGENDA ITEM

9J

Howell Township  
Waste Water Treatment Plant- Electronic Meeting  
Meeting: May 21, 2020 10am

Attending: James Soper, Jim Aulette, Brent Kilpela, Jonathan Hohenstein

Please see James's attached reports for details on the plant operation.

**Biolac Aerators:** James will be ordering all parts needed to get the last three diffusers rebuilt and replaced. Brent noticed that the electricity bill at the plant was 37% higher than normal. Jim said it had to be the blowers for the aeration basin. James has been running two blowers instead of the usual one blower, because of a sludge build up at the bottom of the basin that is increasing the oxygen demand. Jim suggested getting those diffusers rebuild and installed to help better oxygenate the sewage on one blower and this could also help get the sludge moved through the plant. The extra electricity could also be the additional use of the UV system. James is running all three banks of lights (the fourth bank is out being rebuilt) despite the fact that historically only one bank would be running.

**Personnel:** The Township received the contract changes from Inframark. We are still waiting on Township attorney review.

**Trans West Issue:** Friday May 22 there was an issue with the Trans West lift station. After losing power to the station James received a communication fault at 7 am. James did not check the pump station until after he received a call from Jim Aulette at 9:20am (Hatch contacted Jim regarding an overflow.) When James got to the station the pumps were not pumping. Several issues have come to our attention because of this situation. We will be working with Inframark regarding a better method of getting ahold of plant staff for emergencies, possibly an answering service. When James got a pumping company to pump and haul around the pump station while trying to figure out the issue, it was discovered that the station has a 6-inch pipe and the trash pump has a 4-inch hose but the operator does not have an adapter. This oversight during the engineering and planning of the pump upgrade is inexcusable. James will be ordering an adapter for this station. The ultimate issue was a blown fuse. James did not have any fuses for this pump. James will be ordering fuses needed for all pump stations. Jim also wants to test his theory that both pumps started at the same time causing the blown fuse. He plans to test this next week when James is available and if he is correct to get UIS to wire in a delay so both pumps can't start at the same time and cause this issue again. The last item that was brought to our attention is that Hatch sits very low and has had issues with sewer back-ups in the past. The old building installed a check valve to help prevent this. The new building does not have a check valve. Hatch is looking for the Township to pay for the clean-up at their plant. Because the Township feels this was an obvious operator error we are requesting that Inframark pay for the clean-up.

Respectfully submitted,  
Jonathan Hohenstein

## Summary

Please find in this report details that describe the monthly operating characteristics and performance of the wastewater treatment plant and lift stations, as well as other noteworthy items that occurred in April. We are always available to discuss any of these matters in greater detail if you have any further questions or comments. There were no violations in April. We are thankful for the continued opportunity to partner with Howell Township.

Site Visit – Town Officials	0
Site Visit – Inframark Officials	0
NPDES Permit Compliance	met compliance for April
Preventative Work Orders	96 open 96 closed
Corrective Work Orders	2 open 0 closed
Locates for Month	5 marked 62 no conflict
Health & Safety	0 recordable incidents 0 lost time incidents

## Items Requiring Action

We would like further discussion and consideration on the following:

Criticality**	Request	Impact	Est. Cost	Timing
High	Detail collection system maintenance scope in a contract revision that includes additional staffing and reallocate resources.	Developing a collection system maintenance program and proactive collection system checks for areas that need cleaning. Addressing grease problems. Organize sewer cleaning and televising. Response to customer service calls and new tap/cut off inspections. Mercury minimization plan sampling and reporting.	TBD	Draft has been submitted.
High	Replace one UV system module. UV system currently has 3 of 4 original UV modules in service.	Bring UV system back to original capacity with 4 working modules.	\$30,000	Unit has been shipped to Ultra Tech

Criticality**	Request	Impact	Est. Cost	Timing
High	Update SCADA to VT SCADA. Inframark is working on putting together a guideline for work to be accomplished to update SCADA.	Allow multiple quotes to be submitted based on the same scope of work	TBD	Estimate submitted
High	Replace RAS pump #3 variable frequency drive.	Allow full use of both clarifiers.	\$4050	Partially completed

## Operations

The treatment plant did not experienced any violations in April.

Collected a low level mercury sample from the plant influent and the effluent for the second quarter. There was a detectable level in the influent, it is not a violation because parameter limits apply to the effluent. The influent mercury concentration was 8.4 ng/L, effluent mercury concentration was below detection level.

All lab work with the exception of CBOD and mercury is now performed in house.

A copy of the treatment plant performance data can be found at the end of this report. You can see that all operating parameters were within permit limits for the month.

## Maintenance & Repair

A copy of the monthly maintenance report is attached. A total of 96 preventive maintains work orders were completed in April.

Lagoon pump was worked on there was muskrat in the pump, Creature Control has been on site.

Biolac diffusers are being assembled with an eye on reusing as many parts as we can.

Ferric room eye wash and emergency shower is back in working condition.

A copy of the lift station checks and run time data report is attached. There have been two of the lift stations that have not had all of the pumps hour meters read. Inframark became aware that some of the panels that were being accessed had open power in the spaces and their policy is for only electrically qualified personel to access such panels based on a safety concern of arc flash. UIS has recently toured the stations to view the panels and make recommendations.

Lift station #8 (Burkhart rd.) had unbalanced run times, with pump 2 running longer. Watched check valves during pump runs, neither valves could be seen moving.

Lift station #5 (on Oak Grove across from lake), the pumps are cycling correctly now.

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## Personnel

Onsite personnel serving the project during April included James Soper, Andre Randall, Bill Jones, with Kirt Ervin as the Regional VP.

# AGENDA ITEM

9L



Howell Township  
Property Committee Meeting:  
May 28, 2020

Attending: Jean Graham, Jeff Smith, Jonathan Hohenstein,

**Pineview Extension:** Purchaser has requested an extension on the contract from delays regarding the Corona Virus. Committee has worked with Scott Griffith to draft an amendment to the agreement.  
**Property committee recommends approval of the amendment as presented.**

Respectfully submitted,

Jonathan Hohenstein

## Howell Township Treasurer

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**From:** Scott Griffith <scott@griffithrealty.com>  
**Sent:** Tuesday, May 26, 2020 11:19 AM  
**To:** Howell Township Treasurer; j smith  
**Subject:** FW: response from Howell Township

Please see Michael Furnari explanation below.

Scott C Griffith, President



502 W. Grand River, Brighton, MI 48116  
810-227-1016 ext 208

**From:** Michael Furnari <michael@fairviewco.com>  
**Sent:** Tuesday, May 26, 2020 11:02 AM  
**To:** Scott Griffith <scott@griffithrealty.com>  
**Subject:** RE: response from Howell Township

Scott

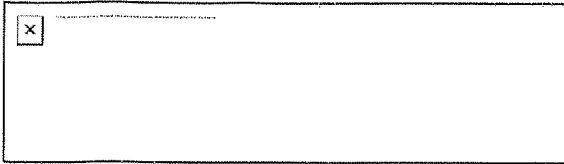
We are requesting an extension of time due to the pandemic on hand. We stopped completely with all due diligence on all new transactions. We had to manage our current assets and figure out with our banks the severity of the issue. We also laid off all office staff until this current week of the 26th of May. Prior to the pandemic I had a meeting scheduled with the current homeowners association to discuss the project which was then canceled. I have engaged boss engineering to do preliminary engineering and layouts. I will be meeting with the homeowners association in the next two weeks.

Thanks

**Michael Furnari**  
[michael@fairviewco.com](mailto:michael@fairviewco.com)

Fairview Companies  
1700 W Big Beaver Rd., Suite 120, Troy, MI 48084  
o 248.602.2220 || F 248.220.4636

[FairviewCo.com](http://FairviewCo.com)



**From:** Scott Griffith <[scott@griffithrealty.com](mailto:scott@griffithrealty.com)>  
**Sent:** Friday, May 22, 2020 12:23 PM  
**To:** Michael Furnari <[michael@fairviewco.com](mailto:michael@fairviewco.com)>  
**Subject:** response from Howell Township

Hi Mike,

The Township has responded to my request and asked you give me an update on what you have done so far and a summary of why , or how, the Covid problem has held you up.

I suggest you summarize the ideas about managing all the rentals and working through their accommodations and explain why that has taken your time. Otherwise any other idea you have is good too.

I think re-emphasizing how much you intend to complete the development is good too.

Thanks,

Scott C Griffith, President



502 W. Grand River, Brighton, MI 48116  
810-227-1016 ext 208

# AGENDA ITEM

11

**Howell Township**  
**Invoice and Check Registers**  
**As of 6/3/2020**

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL FUND CHECKING				
05/11/2020	GEN	101001664 (E)	AT&T	23.50
05/11/2020	GEN	101001665 (E)	COMCAST	283.72
05/11/2020	GEN	101001666 (E)	CRAMPTON ELECTRIC CO INC	154.00
05/11/2020	GEN	17482	BS&A SOFTWARE	1,069.00
05/11/2020	GEN	17483	CARLISLE WORTMAN ASSOC, INC.	1,200.00
05/11/2020	GEN	17484	DEBRA JOHNSON	85.09
05/11/2020	GEN	17485	DTE ENERGY	435.08
05/11/2020	GEN	17486	FAHEY SCHULTZ BURZYCH RHODES PLC	6,210.00
05/11/2020	GEN	17487	HOWELL PARKS AND RECREATION	26,250.00
05/11/2020	GEN	17488	HURON CEMETERY MAINT INC	825.00
05/11/2020	GEN	17489	LIV CO MUNIC CLERKS ASSOC	20.00
05/11/2020	GEN	17490	LIVINGSTON DAILY PRESS & ARGUS	170.00
05/11/2020	GEN	17491	MICHIGAN ASSOCIATION OF PLANNING	540.00
05/11/2020	GEN	17492	MUTUAL OF OMAHA INSURANCE COMPANY	204.13
05/11/2020	GEN	17493	SPICER GROUP	138.75
05/11/2020	GEN	17494	UNIFIED TELECOMMUNICATION SOLUTIONS	50.00
05/28/2020	GEN	101001667 (E)	CONSUMERS ENERGY	191.15
05/28/2020	GEN	101001668 (E)	DTE ENERGY	289.00
05/28/2020	GEN	17495	MASTER MEDIA	199.83
05/28/2020	GEN	17496	MICRO WORKS COMPUTING, INC	1,843.00
05/28/2020	GEN	17497	MICHIGAN TWP ASSOC	5,990.05
05/28/2020	GEN	17498	MUTUAL OF OMAHA INSURANCE COMPANY	204.13
05/28/2020	GEN	17499	PRINTING SYSTEMS	1,013.68
05/28/2020	GEN	17500	SPICER GROUP	1,119.00

GEN TOTALS:

Total of 24 Checks:	48,508.11
Less 0 Void Checks:	0.00
Total of 24 Disbursements:	48,508.11

Bank T&A TRUST & AGENCY CHECKING

05/11/2020	T&A	3455	LIVINGSTON COUNTY TREASURER	762.50
05/11/2020	T&A	3456	LIVINGSTON COUNTY TREASURER	8.50
06/01/2020	T&A	3457	LIVINGSTON COUNTY TREASURER	765.00

T&A TOTALS:

Total of 3 Checks:	1,536.00
Less 0 Void Checks:	0.00
Total of 3 Disbursements:	1,536.00

Bank UTYCK UTILITY CHECKING

05/11/2020	UTYCK	2627	CREATURE CONTROL	364.00
05/11/2020	UTYCK	2628	GENOA TOWNSHIP DPW	4,893.25
05/11/2020	UTYCK	2629	INFRAMARK, LLC	25,499.01
05/11/2020	UTYCK	2630	KENNEDY INDUSTRIES INC	667.50
05/11/2020	UTYCK	2631	LUCY'S LANDSCAPE SUPPLY	121.00
05/11/2020	UTYCK	2632	SERV-A-PURE COMPANY	717.69
05/11/2020	UTYCK	2633	UIS SCADA	286.00
05/11/2020	UTYCK	590003110 (E)	AT&T	101.90
05/11/2020	UTYCK	590003111 (E)	AT&T	81.96
05/11/2020	UTYCK	590003112 (E)	AT&T	101.44
05/11/2020	UTYCK	590003113 (E)	AT&T	78.59
05/11/2020	UTYCK	590003114 (E)	AT&T	82.09
05/11/2020	UTYCK	590003115 (E)	AT&T	216.07
05/11/2020	UTYCK	590003116 (E)	AT&T	104.83
05/11/2020	UTYCK	590003117 (E)	DTE ENERGY	375.69
05/11/2020	UTYCK	590003118 (E)	DTE ENERGY	143.92
05/11/2020	UTYCK	590003119 (E)	DTE ENERGY	168.47
05/26/2020	UTYCK	2634	BIOTECH AGRONOMICS, INC	888.00
05/26/2020	UTYCK	2635	CREATURE CONTROL	85.00
05/26/2020	UTYCK	2636	ENVIRONMENTAL SYSTEMS RESEARCH INS.	1,500.00
05/26/2020	UTYCK	2637	K & J ELECTRIC, INC	139.00
05/26/2020	UTYCK	2638	LUCY'S STEEL & ALUMINUM SALES	94.76
05/26/2020	UTYCK	2639	TRUE VALUE HARDWARE	54.46
05/26/2020	UTYCK	590003120 (E)	CONSUMERS ENERGY	809.73
05/26/2020	UTYCK	590003121 (E)	CONSUMERS ENERGY	19.09
05/26/2020	UTYCK	590003122 (E)	CONSUMERS ENERGY	94.22
05/26/2020	UTYCK	590003123 (E)	DTE ENERGY	587.62
05/26/2020	UTYCK	590003124 (E)	DTE ENERGY	186.90
05/26/2020	UTYCK	590003125 (E)	DTE ENERGY	183.54
05/26/2020	UTYCK	590003126 (E)	DTE ENERGY	167.88
05/26/2020	UTYCK	590003127 (E)	DTE ENERGY	216.89

Check Date	Bank	Check	Vendor Name	Amount
05/26/2020	UTYCK	590003128(E)	DTE ENERGY	7,538.61
05/26/2020	UTYCK	590003129(E)	DTE ENERGY	38.21

UTYCK TOTALS:

Total of 33 Checks:	46,607.32
Less 0 Void Checks:	0.00
Total of 33 Disbursements:	46,607.32

REPORT TOTALS:

Total of 60 Checks:	96,651.43
Less 0 Void Checks:	0.00
Total of 60 Disbursements:	96,651.43

✓ Agrees with Invoice  
Register BK.

User: BRENT KILPELA DB: Howell Twp

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

201250	SPICER GROUP	05/04/2020	05/11/2020	138.75	0.00	Paid	Y
18797	BD Bond Refund	BRENT KILPELA					05/04/2020
	101-000-203.00	BSP17-0001		138.75			

132382	SERV-A-PURE COMPANY	05/01/2020	05/31/2020	717.69	0.00	Paid	Y
18798	MIXED BED DI TANK	BRENT KILPELA					05/07/2020
	592-442-930.00	WWTP EQUIPMENT REPAIR EXPENSE		717.69			

517540124104	AT&T	04/22/2020	05/14/2020	101.90	0.00	Paid	Y
18799	517 540-1241 FOR MAY 2020	BRENT KILPELA					05/07/2020
	592-442-850.00	WWTP TELEPHONE EXPENSE		101.90			

517546516004	AT&T	04/22/2020	05/14/2020	81.96	0.00	Paid	Y
18800	517 540-5160 FOR MAY 2020	BRENT KILPELA					05/07/2020
	592-442-850.00	WWTP TELEPHONE EXPENSE		81.96			

517540696304	AT&T	04/22/2020	05/14/2020	101.44	0.00	Paid	Y
18801	517 540-6963 FOR MAY 2020	BRENT KILPELA					05/07/2020
	592-442-850.00	WWTP TELEPHONE EXPENSE		101.44			

517540694704	AT&T	04/22/2020	05/14/2020	78.59	0.00	Paid	Y
18802	517 540-6947 FOR MAY 2020	BRENT KILPELA					05/07/2020
	592-442-850.00	WWTP TELEPHONE EXPENSE		78.59			

517540695204	AT&T	04/22/2020	05/14/2020	82.09	0.00	Paid	Y
18803	517 540-6952 FOR MAY 2020	BRENT KILPELA					05/07/2020
	592-442-850.00	WWTP TELEPHONE EXPENSE		82.09			

617474	KENNEDY INDUSTRIES INC	04/11/2020	05/11/2020	667.50	0.00	Paid	Y
18804	SERVICE CALLS	BRENT KILPELA					05/07/2020
	592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE		667.50			

0061469	CREATURE CONTROL	05/05/2020	06/05/2020	85.00	0.00	Paid	Y
18805	SERVICE CALL TRAP SETUP	BRENT KILPELA					05/07/2020
	592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE		85.00			

0061276	CREATURE CONTROL	04/30/2020	05/30/2020	149.00	0.00	Paid	Y
18806	SERVICE CALL MUSKRATS	BRENT KILPELA					05/07/2020
	592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE		149.00			



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 Jmnlized Post Date

9776 LUCY'S LANDSCAPE SUPPLY 04/27/2020 05/27/2020 121.00 0.00 Paid Y  
 10 YARD OF FILL SAND BRENT KILPELA  
 592-442-956.00 WWTW MISCELLANEOUS EXPENSE 121.00 05/07/2020

11082018-195 GENOA TOWNSHIP DPW 04/29/2020 05/29/2020 4,893.25 0.00 Paid Y  
 18808 UTILITY DEPT 1/1/2020 - 3/31/2020 BRENT KILPELA  
 592-442-801.00 WWTW CONTRACTED SERVICES EXPENSE 4,893.25 05/07/2020

150560912 AT&T 04/19/2020 05/10/2020 216.07 0.00 Paid Y  
 18809 WWTW PHONE & INTERNET BRENT KILPELA  
 592-442-850.00 WWTW TELEPHONE EXPENSE 216.07 05/07/2020

530360151 UIS SCADA 04/20/2020 05/20/2020 286.00 0.00 Paid Y  
 18810 SERVICE CALL OAKGROVE LS BRENT KILPELA  
 592-442-801.00 WWTW CONTRACTED SERVICES EXPENSE 286.00 05/07/2020

5/4/2020 DTE ENERGY 05/04/2020 05/26/2020 375.69 0.00 Paid Y  
 18811 2571 OAKGROVE RD MAY 2020 BRENT KILPELA  
 592-442-920.00 WWTW ELECTRICITY EXPENSE 375.69 05/07/2020

0061598 CREATURE CONTROL 05/07/2020 06/06/2020 65.00 0.00 Paid Y  
 18812 ONE MUSKRAT REMOVED BRENT KILPELA  
 592-442-801.00 WWTW CONTRACTED SERVICES EXPENSE 65.00 05/07/2020

517548388804 AT&T 04/28/2020 05/18/2020 104.83 0.00 Paid Y  
 18813 517 548-3888 FOR MAY 2020 BRENT KILPELA  
 592-442-850.00 WWTW TELEPHONE EXPENSE 104.83 05/07/2020

04/30/2020 LIVINGSTON COUNTY TREASURER 04/30/2020 05/15/2020 762.50 0.00 Paid Y  
 18814 MOBILE HOME FEES BRENT KILPELA  
 701-000-239.00 TRUST MOBILE HOME TAX PAYABLE 762.50 05/07/2020

4/30/2020 LIVINGSTON COUNTY TREASURER 04/30/2020 05/15/2020 8.50 0.00 Paid Y  
 18815 DOG LICENSES BRENT KILPELA  
 701-000-238.00 TRUST DUE TO COUNTY DOG LICENSE 8.50 05/07/2020

2156915 CARLISLE WORTMAN ASSOC, INC. 05/07/2020 05/14/2020 80.00 0.00 Paid Y  
 18816 BD Bond Refund BRENT KILPELA  
 101-000-203.00 BSP19-0005 80.00 05/07/2020

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

2156917	CARLISLE WORTMAN ASSOC, INC.	05/07/2020	05/14/2020	600.00	0.00	Paid	Y
18817	BD Bond Refund	BRENT KILPELA					
	101-000-203.00			600.00			05/07/2020
							BSP20-0002

2156918	CARLISLE WORTMAN ASSOC, INC.	05/06/2020	06/05/2020	360.00	0.00	Paid	Y
18818	WESTVIEW CAPITAL REZONING	BRENT KILPELA					
	101-400-801.00			360.00			05/07/2020
							PLANNING-CONTRACTED PLANNER EXPENSE

2156916	CARLISLE WORTMAN ASSOC, INC.	05/06/2020	06/05/2020	160.00	0.00	Paid	Y
18819	GENERAL CONSULTATION	BRENT KILPELA					
	101-400-801.00			160.00			05/07/2020
							PLANNING-CONTRACTED PLANNER EXPENSE

5/7/2020	LIV CO MUNIC CLERKS ASSOC	05/07/2020	06/07/2020	20.00	0.00	Paid	Y
18820	ANNUAL DUES 2020-2021	BRENT KILPELA					
	101-000-123.00			20.00			05/07/2020
							GEN FUND PREPAID EXPENSES

200032186975	DTE ENERGY	04/30/2020	06/10/2020	435.08	0.00	Paid	Y
18821	STREET LIGHTS	BRENT KILPELA					
	101-268-920.00			435.08			05/07/2020
							TWP AT LARGE STREETLIGHT EXPENSE

52537	FAHEY SCHULTZ BURZYCH RHODES PLC	05/04/2020	06/03/2020	126.00	0.00	Paid	Y
18822	ANNEX GROUP PA REVIEW	BRENT KILPELA					
	101-268-801.01			126.00			05/07/2020
							TWP AT LARGE LEGAL EXPENSE

52538	FAHEY SCHULTZ BURZYCH RHODES PLC	05/04/2020	06/03/2020	225.00	0.00	Paid	Y
18823	CROSSROADS OUTDOOR LITIGATION	BRENT KILPELA					
	101-268-801.01			225.00			05/07/2020
							TWP AT LARGE LEGAL EXPENSE

52539	FAHEY SCHULTZ BURZYCH RHODES PLC	05/04/2020	06/03/2020	1,516.50	0.00	Paid	Y
18824	GENERAL	BRENT KILPELA					
	101-268-801.01			1,516.50			05/07/2020
							TWP AT LARGE LEGAL EXPENSE

52540	FAHEY SCHULTZ BURZYCH RHODES PLC	05/04/2020	06/03/2020	270.00	0.00	Paid	Y
18825	OAKLAND TACTICAL LITIGATION	BRENT KILPELA					
	101-268-801.01			270.00			05/07/2020
							TWP AT LARGE LEGAL EXPENSE

52541	FAHEY SCHULTZ BURZYCH RHODES PLC	05/04/2020	06/03/2020	4,072.50	0.00	Paid	Y
18826	RAINBOW	BRENT KILPELA					
	101-268-801.01			4,072.50			05/07/2020
							TWP AT LARGE LEGAL EXPENSE

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 User: BRENT KILPELA  
 DB: Howell Twp

Inv Num	Vendor Description	Inv Ref#	GL Distribution	Inv Date	Entered By	Due Date	Inv Amt	Amt Due	Status	Inlized Post Date
115771	GRAMPTON ELECTRIC CO INC			04/28/2020		05/27/2020	154.00	0.00	Paid	Y 05/07/2020
18827	SERVICE CALL									
	101-265-930.00		TWP HALL GROUNDS EQUIP REPAIR EXPENSE				154.00			
128837	BS&A SOFTWARE			05/01/2020		06/01/2020	1,069.00	0.00	Paid	Y 05/07/2020
18828	TAX SYSTEM 2020-2021									
	101-000-123.00		GEN FUND PREPAID EXPENSES				1,069.00			
04/22/2020	COMCAST			04/22/2020		05/13/2020	283.72	0.00	Paid	Y 05/07/2020
18829	MAY 2020									
	101-265-850.00		TWP HALL TELEPHONE EXPENSE				283.72			
2332	HURON CEMETERY MAINT INC			04/09/2020		05/30/2020	825.00	0.00	Paid	Y 05/07/2020
18830	O/C GRAVE CHARLES BRAGG									
	101-000-642.01		GEN FUND GRAVE OPENINGS INCOME				825.00			
001081054565	MUTUAL OF OMAHA INSURANCE COMPANY			04/20/2020		05/01/2020	204.13	0.00	Paid	Y 05/07/2020
18831	MAY 2020									
	101-265-721.00		TWP HALL LIFE INSURANCE EXPENSE				204.13			
287282886379	AT&T			04/17/2020		05/12/2020	23.50	0.00	Paid	Y 05/07/2020
18832	ASSESSING TABLET									
	101-209-957.00		ASSESSING DUES & SUBSCRIPTION EXPENSE				23.50			
INV-6880	UNIFIED TELECOMMUNICATION SOLUTIONS			04/27/2020		05/27/2020	50.00	0.00	Paid	Y 05/07/2020
18833	CHANGE TWP VOICEMAIL									
	101-265-850.00		TWP HALL TELEPHONE EXPENSE				50.00			
1154	MICHIGAN ASSOCIATION OF PLANNING			04/13/2020		07/01/2020	540.00	0.00	Paid	Y 05/07/2020
18834	PLANNING DUES									
	101-000-123.00		GEN FUND PREPAID EXPENSES				540.00			
4/30/2020	DEBRA JOHNSON			04/30/2020		05/30/2020	85.09	0.00	Paid	Y 05/07/2020
18835	ELECTION MILEAGE									
	101-191-860.00		ELECTION MILEAGE & EXPENSES				85.09			
0061657	CREATURE CONTROL			05/08/2020		05/11/2020	65.00	0.00	Paid	Y 05/11/2020
18836	ZND MUSKRAT REMOVED									
	592-442-801.00		WMTP CONTRACTED SERVICES EXPENSE				65.00			

06/02/2020 08:34 AM  
 User: BRENT KILPELA  
 DB: Howell Twp

Inv Num	Vendor Description	GL Distribution	Inv Date	Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
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5/5/2020	DTE ENERGY		05/05/2020		05/27/2020	143.92	0.00	Paid	Y
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18837	1009 N BURKHART			BRENT KILPELA					
	592-442-920.00	WWTP ELECTRICITY EXPENSE				143.92			05/11/2020

5/5/2020	DTE ENERGY		05/05/2020		05/27/2020	168.47	0.00	Paid	Y
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18838	391 N BURKHART MAY 2020			BRENT KILPELA					
	592-442-920.00	WWTP ELECTRICITY EXPENSE				168.47			05/11/2020

51298	INFRAMARK, LLC		05/08/2020		06/07/2020	25,499.01	0.00	Paid	Y
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18839	MAY MAINTENANCE			BRENT KILPELA					
	592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE				25,499.01			05/11/2020

3331746	LIVINGSTON DAILY PRESS & ARGUS		04/30/2020		05/20/2020	170.00	0.00	Paid	Y
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18840	APRIL PUBLICATIONS			BRENT KILPELA					
	101-400-900.00	PLANNING PRINTING & PUBLICATION EXPENSE				70.00			05/11/2020
	101-101-900.00	TWP BOARD PRINTING & PUBLICATION EXPENS				100.00			

208.0030005	HOWELL PARKS AND RECREATION		03/30/2020		05/11/2020	26,250.00	0.00	Paid	Y
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18841	HAPRA 2ND QTR PART FEE 2020			BRENT KILPELA					
	220-000-801.00	REC FUND CONTRACTED SVCS EXPENSE				26,250.00			05/11/2020

82168	MASTER MEDIA		05/11/2020		06/10/2020	199.83	0.00	Paid	Y
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18842	COVID-19 SUPPLIES			BRENT KILPELA					
	101-265-727.01	TWP HALL OFFICE SUPPLIES EXPENSE				199.83			05/18/2020

0061925	CREATURE CONTROL		05/13/2020		06/12/2020	85.00	0.00	Paid	Y
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18843	TRAP MAINTENANCE			BRENT KILPELA					
	592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE				85.00			05/18/2020

5/11/2020	DTE ENERGY		05/11/2020		06/02/2020	289.00	0.00	Paid	Y
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18844	MAY 2020			BRENT KILPELA					
	101-265-920.00	TWP HALL ELECTRICITY EXPENSE				289.00			05/20/2020

60741	MICRO WORKS COMPUTING, INC		05/13/2020		06/02/2020	75.00	0.00	Paid	Y
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18845	INSTALL UPDATES			BRENT KILPELA					
	101-265-728.01	TWP HALL IT SUPPORT EXPENSE				75.00			05/20/2020

60745	MICRO WORKS COMPUTING, INC		05/15/2020		06/04/2020	480.00	0.00	Paid	Y
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18846	ANTIVIRUS PROTECTION			BRENT KILPELA					
	101-265-728.01	TWP HALL IT SUPPORT EXPENSE				480.00			05/20/2020

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
	GL Distribution						

209663	PRINTING SYSTEMS	01/15/2020	06/01/2020	1,013.68	0.00	Paid	Y
18847	ELECTION FORMS & SUPPLIES	BRENT KILPELA					05/20/2020
	101-191-727.00	ELECTION SUPPLIES EXPENSE		1,013.68			

7/1/2020	MICHIGAN TWP ASSOC	05/18/2020	07/01/2020	5,990.05	0.00	Paid	Y
18848	ANNUAL DUES 7/1/2020 - 6/30/2021	BRENT KILPELA					05/20/2020
	101-000-123.00	GEN FUND PREPAID EXPENSES		5,990.05			

2498	BIOTECH AGRONOMICS, INC	05/15/2020	06/14/2020	888.00	0.00	Paid	Y
18849	TESTING/ANALYSTS	BRENT KILPELA					05/20/2020
	592-442-969.01	WWTP BIOSOLIDS REMOVAL AND LAND APPL EX		888.00			

201184330789	CONSUMERS ENERGY	05/11/2020	06/05/2020	809.73	0.00	Paid	Y
18850	1222 PACKARD DR MAY 2020	BRENT KILPELA					05/20/2020
	592-442-922.00	WWTP NATURAL GAS EXPENSE		809.73			

202074194364	CONSUMERS ENERGY	05/11/2020	06/05/2020	19.09	0.00	Paid	Y
18851	391 N BURKHART MAY 2020	BRENT KILPELA					05/20/2020
	592-442-922.00	WWTP NATURAL GAS EXPENSE		19.09			

5/11/2020	DTE ENERGY	05/11/2020	06/02/2020	587.62	0.00	Paid	Y
18852	1575 N BURKHART MAY 2020	BRENT KILPELA					05/20/2020
	592-442-920.00	WWTP ELECTRICITY EXPENSE		587.62			

5/11/2020	DTE ENERGY	05/11/2020	06/02/2020	186.90	0.00	Paid	Y
18853	2700 TOOLEY RD MAY 2020	BRENT KILPELA					05/20/2020
	592-442-920.00	WWTP ELECTRICITY EXPENSE		186.90			

5/11/2020	DTE ENERGY	05/11/2020	06/02/2020	183.54	0.00	Paid	Y
18854	2559 W GRAND RIVER MAY 2020	BRENT KILPELA					05/20/2020
	592-442-920.00	WWTP ELECTRICITY EXPENSE		183.54			

5/11/2020	DTE ENERGY	05/11/2020	06/02/2020	167.88	0.00	Paid	Y
18855	3888 OAKGROVE RD MAY 2020	BRENT KILPELA					05/20/2020
	592-442-920.00	WWTP ELECTRICITY EXPENSE		167.88			

5/11/2020	DTE ENERGY	05/11/2020	06/02/2020	216.89	0.00	Paid	Y
18856	1034 AUSTIN CT MAY 2020	BRENT KILPELA					05/20/2020
	592-442-920.00	WWTP ELECTRICITY EXPENSE		216.89			

INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

06/02/2020 08:34 AM  
 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
	GL Distribution						

5/11/2020	DTE ENERGY		05/11/2020	7,538.61	0.00	Paid	Y
18857	1222 PACKARD DR MAY 2020	BRENT KILPELA	06/02/2020	7,538.61	0.00	Paid	05/20/2020
	592-442-920.00	WWTP ELECTRICITY EXPENSE					

702	TRUE VALUE HARDWARE		05/15/2020	54.46	0.00	Paid	Y
18858	FUSES	BRENT KILPELA	06/15/2020	54.46	0.00	Paid	05/20/2020
	592-442-956.00	WWTP MISCELLANEOUS EXPENSE					

37178	LUCY'S STEEL & ALUMINUM SALES		05/12/2020	94.76	0.00	Paid	Y
18859	STEEL/SAW CUTTING	BRENT KILPELA	06/12/2020	94.76	0.00	Paid	05/20/2020
	592-442-956.00	WWTP MISCELLANEOUS EXPENSE					

5/15/2020	DTE ENERGY		05/15/2020	38.21	0.00	Paid	Y
18860	271 E HIGHLAND MAY 2020	BRENT KILPELA	06/08/2020	38.21	0.00	Paid	05/21/2020
	592-442-920.00	WWTP ELECTRICITY EXPENSE					

203765016853	CONSUMERS ENERGY		05/12/2020	94.22	0.00	Paid	Y
18861	2571 OAKGROVE MAY 2020	BRENT KILPELA	06/08/2020	94.22	0.00	Paid	05/21/2020
	592-442-922.00	WWTP NATURAL GAS EXPENSE					

201006644676	CONSUMERS ENERGY		05/12/2020	191.15	0.00	Paid	Y
18862	MAY 2020	BRENT KILPELA	06/08/2020	191.15	0.00	Paid	05/21/2020
	101-265-922.00	TWP HALL NATURAL GAS EXPENSE					

60778	MICRO WORKS COMPUTING, INC		05/18/2020	688.00	0.00	Paid	Y
18863	DELIVER NEW COMPUTERS (ASSESSOR &	BRENT KILPELA	06/07/2020	688.00	0.00	Paid	05/21/2020
	101-265-728.01	TWP HALL IT SUPPORT EXPENSE					

60742	MICRO WORKS COMPUTING, INC		05/13/2020	600.00	0.00	Paid	Y
18864	UNPACK & INSTALL PROGRAMS (ASSESSO	BRENT KILPELA	06/02/2020	600.00	0.00	Paid	05/21/2020
	101-265-728.01	TWP HALL IT SUPPORT EXPENSE					

9137	K & J ELECTRIC, INC		05/18/2020	139.00	0.00	Paid	Y
18865	SERVICE CALL - TRANSWEST LIFT STAT	BRENT KILPELA	06/17/2020	139.00	0.00	Paid	05/21/2020
	592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE					

93833699	ENVIRONMENTAL SYSTEMS RESEARCH INS.		05/21/2020	1,500.00	0.00	Paid	Y
18866	ARCGIS ONLINE 3-USERS	BRENT KILPELA	06/20/2020	1,500.00	0.00	Paid	05/26/2020
	592-000-123.00	PREPAID EXPENSES					

User: BRENT KILPELA  
 DB: Howell Twp

Inv Num	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Inrlized Post Date
001088875840	MUTUAL OF OMAHA INSURANCE COMPANY	05/18/2020	06/01/2020	204.13	0.00	Paid	05/26/2020
18867	JUNE 2020	BRENT KILPELA					
	101-265-721.00	TWP HALL LIFE INSURANCE EXPENSE		204.13			
201623	SPICER GROUP	05/26/2020	06/02/2020	1,119.00	0.00	Paid	05/26/2020
18868	BD Bond Refund	BRENT KILPELA					
	101-000-203.00	BSP20-0002		1,119.00			

6/1/2020	LIVINGSTON COUNTY TREASURER	06/01/2020	06/01/2020	765.00	0.00	Paid	06/01/2020
	MOBILE HOME FEES	BRENT KILPELA					
	701-000-239.00	TRUST MOBILE HOME TAX PAYABLE		765.00			
# of Invoices:	73	# Due:	0	Totals:	96,651.43	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	

*96,651.43*  
*Agrees with Check*  
*Register BK*

Net of Invoices and Credit Memos: 0.00

--- TOTALS BY FUND ---

101 - GENERAL FUND	22,258.11	0.00
220 - RECREATION FUND	26,250.00	0.00
592 - SWR/WTR	46,607.32	0.00
701 - TRUST & AGENCY	1,536.00	0.00
--- TOTALS BY DEPT/ACTIVITY ---		
000 - OTHER	39,667.80	0.00
101 - TOWNSHIP BOARD	100.00	0.00
191 - ELECTIONS	1,098.77	0.00
209 - ASSESSING	23.50	0.00
265 - TOWNSHIP HALL	3,418.96	0.00
268 - TOWNSHIP AT LARGE	6,645.08	0.00
400 - PLANNING COMMISSION	590.00	0.00
442 - WWTP	45,107.32	0.00