

HOWELL TOWNSHIP BOARD ZOOM MEETING

3525 Byron Road
Howell, MI 48855
December 14, 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. Regular Board Meeting November 9, 2020
5. Correspondence:
6. Call to the Public:
7. Unfinished Business
A. Ordinance Amendment from Heavy Commercial to Industrial Flex Zone
B. Approval of New Zoning Map for Industrial Flex Zone
C. Contract Assessments
8. New Business:
A. Intergovernmental Agreement
B. Howell Township Sewer/Water Connection
C. COVID-19 Preparedness and Response Plan
D. Cemetery Price Increase
E. Resignation of Carolyn Henry
F. Reappointments:
 1. Supervisor, Treasury, & Clerk Deputy's
 2. Board Members Committee Meetings
 3. Board of Review
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:

Howell Township Deputy Clerk

From: Howell Township Treasurer
Sent: Thursday, December 3, 2020 9:29 AM
To: Howell Township Clerk; Howell Township Deputy Clerk
Subject: Dec. Board meeting
Attachments: December Electronic Meeting Notice.docx

Howell Township is inviting you to a scheduled Zoom meeting.

Topic: Regular Board Meeting
Time: Dec 14, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/87978188830?pwd=aTJDdTIQWWtVWlI5RExjTVFtUVNxUT09>

Meeting ID: 879 7818 8830
Passcode: 166485
One tap mobile
+19294362866,,87978188830#,,,,,0#,,166485# US (New York)
+13017158592,,87978188830#,,,,,0#,,166485# US (Washington D.C)

Dial by your location
+1 929 436 2866 US (New York)
+1 301 715 8592 US (Washington D.C)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

Meeting ID: 879 7818 8830
Passcode: 166485
Find your local number: <https://us02web.zoom.us/j/87978188830?pwd=aTJDdTIQWWtVWlI5RExjTVFtUVNxUT09>

Thanks,
Jonathan

Howell Township Treasurer
treasurer@howelltownshipmi.org
517-546-2817

AGENDA ITEM

4

**HOWELL TOWNSHIP REGULAR BOARD ELECTRONIC/ZOOM MEETING
MINUTES**

3525 Byron Road
Howell, MI 48855
November 9, 2020
6:30 P.M.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Supervisor Coddington called the meeting to order at 6:30 p.m. The roll was called.

Due to the meeting being a Zoom Meeting, there was no Pledge of Allegiance.

APPROVAL OF THE AGENDA:

November 9, 2020

MOTION by Melton, seconded by Hohenstein, **"TO APPROVE THE NOVEMBER 9, 2020 AGENDA AS AMENDED: ADD TO PROPERTY COMMITTEE AGENDA ITEM 8L – ALLEN EDWIN."** Discussion followed. Motion passes by unanimous consent.

OCTOBER 12, 2020 MEETING MINUTES:

A) REGULAR BOARD MEETING MINUTES

MOTION by Melton, seconded by Hohenstein, **"TO APPROVE THE OCTOBER 12, 2020 MEETING MINUTES AS PRESENTED."** Discussion followed. Motion passes by unanimous consent. (See November 9, 2020 Regular Zoom Meeting Minutes.)

CORRESPONDENCE:

No additions and there were no questions.

* Trustee Smith joined the meeting.

CALL TO THE PUBLIC:

No response.

NEW BUSINESS:

A. HOWELL AREA PARKS AND RECREATION AUTHORITY 2021

Tim Church, Executive Director for HAPRA gave a synopsis of his budget reports. He stated he did not have numbers for 2020 because of COVID. Most programs did not have registration, HAPRA only hosted them. Most programs were virtual. All programs were modified. The budget does show the new Community Center. They are asking for a \$5,000.00 increase in membership. That would be from \$105,000.00 last year to \$110,000.00 this year. The Teen Center has moved back into the Bennett Center so now there isn't any rent fees involved.

- Questions concerning Howell Township's resident participation. See reports Membership Demographics. It is about 10% of the population. This is about average for other municipalities. This only counts for events people register for. This does not take into account community events like Legend of Sleep Howell, Melon Fest, etc.

- Concerns about Howell Melon Fest. As of now it is being scaled down. Other companies are unsure of what is happening next year. Trying to keep in touch with all the companies.
- Discussion on the new Oceola facility.
- Discussion on the pool situation. Would like to still work with the schools. Pools are great for the community but is very expensive to operate.
- Budget starts in January.
- Enrichment programs are now combined with Health and Wellness programs.
- Questions about salaries and internet increases. Explanations were given.
- Sean Dunleavy, trustee from Oceola Township and Chair from the HAPRA wanted to touch base with Howell Township. He is looking for support from Howell Township. Stated that the new Oceola Community Center will help take the HAPRA to the next level and will be a benefit to the area.
- Questions on Park Passes and the number of participants. When inquiring about Park Passes it doesn't always ask what Township you are from.
- Questions if HAPRA will be able to keep going if the pandemic continues for a long while. Will try and modify events to keep going as much as possible. But that is why township support is important.
- **MOTION** by Melton, **"TO POSTPONE MAKING A DECISION ON APPROVING THE HAPRA BUDGET AS PRESENTED."** There was no support.
- **MOTION** by Hohenstein, seconded by Rudnicki, **"TO APPROVE THE HOWELL AREA PARKS AND RECREATION AUTHORITY 2021 BUDGET AS PRESENTED AND TO INCLUDE THE \$5,000.00 INCREASE FOR MEMBERSHIP."** A roll-call vote was taken: Hohenstein – yes, Counts – yes, Rudnicki – yes, Smith – yes, Graham – yes, Coddington – yes, Melton – no. Motion carries 6 to 1.

B. SCHUMCKS BREWERY, FINAL SIT PLAN EXTENSION

Clerk Graham explained that Schumcks Brewery would like an extension on their Final Site Plan due to the events of COVID. No other reason or explanation was given for the request for an extension.

- **MOTION** by Graham, seconded by Melton, **"TO APPROVE SCHUMCKS BREWERY'S FINAL SITE PLAN REQUEST FOR AN EXTENSION TO THE END OF NOVEMBER 2121."** Discussion followed. Motion passes by unanimous consent.

C. CONTRACT ASSESSMENT

Treasurer Hohenstein stated that at last meeting there was discussion on Water/Sewer District 8, for those residents who live in the district but had opted out. These residents have no Special Assessment and never paid any fees. If their well or septic were to fail or go bad, ordinance stipulates that they would then have to connect to the system. These residents could do a Contract Assessment for Special Assessment. They would not have to pay for the entire benefit fees up front but be able to spread the payment out over several years.

- Discussion on the rate that will be charged for each assessment and the amount of time allowed to pay off the Contract Assessment.
- Treasurer Hohenstein will bring back a final draft stipulating interest rate and amount of time that will be allowed to pay off each assessment to the Board at next meeting.

D. ORDINANCE AMENDMENT FROM HEAVY COMMERCIAL TO INDUSTRIAL FLEX ZONE

Trustee Counts the Board Representative for Planning Commission stated that there is a large section on Grand River that is currently zoned Heavy Commercial and or Industrial. The Planning Commission is seeking to create a more fluid area that will allow for existing uses but also allow uses that would not necessarily fit in a Heavy Commercial or Industrial Zoning. The new zoning would be considered Industrial Flex Zone. The Industrial Flex Zoning would now allow for residential use.

- Discussion on effects with surrounding business residents and if this would create any legal non-conformance.
- Discussion on Section 16.21 line A. Tow yards and the amount of time vehicles are allowed to be stored on site temporarily. It is currently written for 365 days. The Board would like this amount reduced. The ordinance should not be written with COVID timeline. What is the real needed timeline for the normal vehicle to be stored?
- This item will be taken back to the Planning Commission to look into this section of the ordinance.

E. APPROVAL OF NEW ZONING MAP FOR INDUSTRIAL FLEX ZONE.

This item cannot be approved until the completed Industrial Flex Zone is approved.

F. ZONING BOARD OF APPEALS – OPEN SEAT

Clerk Graham informed the Board that Kenneth Frenger has a letter stating he is interested in the open seat position on the Zoning Board of Appeals. He has been a resident since 1982. He is a military veteran. He has 30 years of construction management experience.

- **MOTION** by Graham, seconded by Counts, **“TO APPROVE KENNETH FRENGER TO THE ZONING BOARD OF APPEALS TERM ENDING DECEMBER 31, 2020.”** Discussion followed. Motion passes by unanimous consent. Kenneth Frenger will finish out the term left by Alex Hansen whose term ends December 31, 2020. Mr. Frenger can then be reappointed for a 3 year term.

G. 2021 MEETING CALENDARS FOR BOARD, PLANNING, ZONING AND WWTP MEETINGS.

Clerk Graham asked if there was a need to change any meeting date as presented in the calendars provided. Because of the Board of Review whose date is mandated by the State and takes precedent the March Township Board Meeting will change to the 3rd Monday and the ZBA will be the 3rd Tuesday, if needed. Planning Commission and WWTP will stay the same.

- **MOTION** by Graham, seconded by Melton, **“TO ACCEPT THE 2021 CALENDARS FOR MEETINGS FOR THE TOWNSHIP BOARD, PLANNING COMMISSION, ZONING BOARD OF APPEALS AND THE WWTP AS PRESENTED.”** Discussion followed. Motion passes by unanimous consent.

REPORTS:

A. SUPERVISOR:

(Supervisor Coddington reported on the following items)

- Dealing with calls from the attorney.
- Sat in with the 8th Congress District with Elizabeth Slotkin.

B. TREASURER:

(Treasurer Hohenstein reported on the following items)

- Showed the G2G Usage Report.
- Getting complaints about no internet usage on Harmon Road off Mason Road.
- The State is allowing to have Zoom Meeting through December, so the December Board Meeting will be a Zoom Meeting. Starting the first of year, as of now, we will have to follow the Open Meeting Act. However, the Public Health Director has set rules stating only so many people allowed in the Board Room. We will still need to wear masks. For our size of room it means no more than 17 people in the room. Most meetings we usually have less than that. There are 7 Board members plus the recording secretary makes 8. If there is a meeting where more people show up we might have to cancel the meeting. There isn't another place that we can hold the meeting. Schools and the EMS are not letting in groups for meetings at this time. Township attorney states that we could still have a Zoom meeting and be in compliance with the Open Meeting Act. Discussion on what the Board wants to do about

meeting in January or until the health restriction are removed. One possibility is a Hybrid meeting. The Board would meet in the Board Room and then that would go out to the public like a zoom meeting. That would mean the cost of special camera and microphones to video everyone at once in the Board Room. It is the consensus of the Board to get further attorney opinion.

C. CLERK:

(Clerk Graham reported on the following items)

- Reported on the November Election. Out of a 6243 possible voters we had 4802 cast ballots for the November Election. Out of that we had just under 3,000 absentee voters. This is a record high for Howell Township. There were times when people were standing in line all the way out into the parking lot. Over at M-tech where two of our precincts are, there were people standing in line way out into that parking lot. We have good election inspectors and are also thankful to the office staff that helped out by answering phone calls and assisting at the window while the Deputy Clerk and myself were processing absentee applications, outgoing absentee ballots and return absentee ballots. On Election Day we also had some parking lot voting because of voters who were exposed to COVID. Each of these voters/ballots had to be handled separately and was very time consuming.
- Treasurer Hohenstein reported that the Township parking lot is not large enough to handle the amount of cars on Election Day. Cars were being parked all over. Cars were parking in the grass where there is a possibility of getting stuck or putting ruts in the yard. Expanding the parking lot might be an item to look into for the future. Clerk Graham added that the narrow curve that comes into the parking lot is tight when two cars are coming and going at the same time.
- Discussion on there may be a need to move precincts because M-tech is up for sale.

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)

- Hose and ladder testing was done. There were a lot of hose failures.
- COVID relief fund is available. Waiting to see what they are qualified for.

G. MHOG:

(Trustee Counts reported on the following items)

- Waiting for the DNR easements for the 20 and 24 inch mains.
- Reviewed project plans and approved engineering proposal to paint Genoa and Oceola towers.
- Earl Lake Road water main is completed.
- Hydrant flushing was completed in September.
- Produced 64 million gallons, which is 14% increase over September last year.
- Well number 3 is being overhauled.
- There is a rate change for the Operation and Maintenance Metered Charge per 1,000 gallons. Old rate is \$4.15, new rate is \$4.20.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- There was no Planning Commission Meeting in October.

I. ZONING BOARD OF APPEALS (ZBA):

(Trustee Smith reported on the following items)

- There was no ZBA Meeting in October.

J. WWTP:

(Treasurer Hohenstein reported on the following items)

- Treasurer Hohenstein introduced Vice President of the Central Region and acting Regional Manager, Kirt Ervin, to talk about the extra cost of manpower for the Biolac Aerators project. Mr. Ervin discussed that they worked with Inframark and had brought up an extra team of mechanics to help assemble and replace the Biolac System. Started the project on 8/10/2020 and had to drain the basin. There was 54 days to complete the project. There was more sludge that had to be removed than what was anticipated. The plant was back on line and producing water in 39 days.
- Treasurer Hohenstein explained that the chemistry has to be correct before the 54 days are up and many other aspects of draining a basin.
- Discussion on how the basin got to the place where there was so much more sludge than expected.
- Moving forward it is recommend to do routine cleaning every 3 years. This still means take the plant out of service up to 54 days and doing a bypass during the cleaning procedures. This will help in preventing this large amount of sludge and repairs. This will also help in electricity cost to run the plant.
- **MOTION** by Graham, seconded by Melton, **“APPROVE TO PAY THE INFRAMARK INVOICE #56303 FOR EXTRA HELP FOR \$12,087.97.”** Discussion followed. Clerk Graham rescinded her motion. Mr. Ervin stated he would reduce the invoice to \$10,000.00. **MOTION** by Melton, seconded by Smith, **“TO APPROVE \$10,000.00 TO PAY FOR THE CLEANING OF THE BASINS.”** Discussion followed. Motion passes with one negative vote from Trustee Counts.

K. HAPRA:

(Clerk Graham reported on the following items)

- Reported the group went over to the new facility.
- Discussion on the Dog Park agreement. Also talk about if money was going to be spent on water for the dogs.
- Discussion on the new software that will be used.
- HAPRA will come out to each of the sponsoring townships
- Discussion on the budget.

L. PROPERTY COMMITTEE:

(Treasurer Hohenstein reported on the following items)

- Talked with Allen Edwin and their request for a \$150,000.00 pump station at the Township's expense. Looking into going under the river. It takes a long time to do this. This will end up being more costly and too many unknowns to do this type of project. This pump station will be necessary no matter what development comes in there. It is the Property Committee's decision to ask the Board to pay for the pump station, then recoup that money out of the connection fees that they will pay.
- Allen Edwin is now asking for a 12 month extension. They will need to get through preliminary site plan approval first. The committee offered a 6 month extension. Allen Edwin still wants 12 months before paying for the property. Allen Edwin has an addendum to the agreement.

Howell Twp. Board 11.09.2020

- Discussion followed on previous extensions.
- It is the consensus of the Board to give an extension until the next Board Meeting so that we can try and negotiate and produce an addendum to the agreement that will be closer to what the Township agrees to.
- The Annex Project has made their deposit. All reports were not ready for the November meeting. When everything is in order and reviewed then it will go the Planning Commission. It could be a special meeting.

CALL TO THE PUBLIC:

No response.

BURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Hohenstein, seconded by Counts, **“TO APPROVE THE REGULAR DISBURSEMENTS AS OF NOVEMBER 4, 2020 CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion passes by unanimous consent.

ADJOURNMENT: MOTION by Rudnicki, seconded by Graham, **“TO ADJOURN.”** Motion passes by unanimous consent. The meeting adjourned (9:04 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

5

CORRESPONDENCE

DECEMBER 14, 2020

1. **AMERICAN FUNDS** – Annual report for the year ended September 30, 2020
Summary Prospectus December 1, 2020
Semi-annual report, September 30, 2020
2. **FRIEND OF THE HOWELL AQUATIC CENTER** – Picture of group at the pool.
3. **CHARTER COMMUNICATIONS** – Letter describing new channels.
4. **LIVINGSTON LAND CONSERVANCY** – Volume 22 Number 1

AGENDA ITEM

7A

HOWELL TOWNSHIP

ORDINANCE NO. 785

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF HOWELL TOWNSHIP TO AMEND THE TEXT OF ARTICLE II, SECTION 2.02; ARTICLE III, SECTION 3.17; ARTICLE X, SECTION 10.02.B; ARTICLE XI SECTION 11.03; ARTICLE XII, SECTION 12.01, 12.02, 12.03, 12.04, 12.05 AND 12.06; AND ARTICLE XVI SECTION 16.18; AND TO CREATE ATRICLE XIV, SECTION 14.45; AND ARTICLE XVI SECTION 16.20, SECTION 16.21, SECTION 16.22, OF HOWELL TOWNSHIP; AND TO PROVIDE FOR REPEALER OF ANY ORDINANCES INCONSISTENT HEREWITH.

HOWELL TOWNSHIP ORDAINS AS FOLLOWS:

Section 1. Section of the Howell Township, Zoning Ordinance, shall be amended as follows:

Modify Article II. Definitions.

Sec. 2.02. DEFINITIONS.

Add the following definition, "Cafeteria" to read as the following:

Cafeteria: A dining facility typically located within an office or educational facility that does not offer its services to the public, where there is little to no waitstaff service, and food, either brought from home or purchased at a counter, may be eaten. A Cafeteria is not to be used synonymously as a restaurant or café.

Add the following definition, "Indoor recreation facilities" to read as the following:

Indoor recreation facilities: Facilities for recreation activities conducted entirely within a building, which typically receives a fee in return for providing some recreational activity or part of a facility. Such activities and facilities include but are not limited to: indoor courts and fields for various sports, gymnasiums, swimming pools, skating rinks, performance studios, indoor skateboard parks, climbing facilities, indoor driving ranges, batting cages, sport shooting ranges, and similar activities or facilities. Such facilities may provide ancillary accessory uses such as pro shops or snack bars.

Add the following definition, "Outdoor recreation facilities" to read as the following:

Outdoor recreation facilities: Facilities for recreation activities conducted outside a building, which typically receives a fee in return for the provision of some recreational activity or facility. Such activities and facilities include, but are not limited to: pools, splash pads, fields or courts for various sports, skateboard parks, shuffleboard, horseshoe

courts, archery range, sport shooting ranges, miniature golf, golf driving range, children’s amusement park or similar recreation uses. Such facilities may provide ancillary accessory uses such as pro shops or snack bars.

Revise Definition “Swimming Pool (Outdoor)” to be titled “Swimming Pool” and read as follows:

Swimming Pool: Any permanent, non-portable structure or container, for public or private use, located either above or below grade designed to hold water to a depth of greater than 24 inches, intended for swimming or bathing. A swimming pool shall be considered an accessory structure for purposes of computing lot coverage.

Add the following definition, “Water Park (Public)” to read as the following:

Water Park (Public): A recreational area for public use consisting of a splash pad, water playground, wave pool, lazy river, swimming pool or any other similar water feature, including area(s) for bathing or swimming, in solitude or within a group. Although a water park may include one or more swimming pools, a swimming pool by itself is not considered a water park.

Revise Definition of Open Air Business Uses to read as the following.

Open Air Business Uses: Display or storage of merchandise or equipment for sale or rent outside of a permanent structure. Such merchandise or equipment shall include the following:

- (a) Sports equipment, motorcycles, watercraft, snowmobiles, off road vehicles, utility truck or trailer, farm implements, construction or home equipment, and similar products.
- (b) Garages, sheds, play structures, mobile homes, swimming pools, and similar products.
- (c) Trees, fruit, vegetables, shrubbery, plants, seeds, topsoil, humus, fertilizer, and similar products.

Revise Section 3.17 SCHEDULE OF AREA, HEIGHT, AND SETBACK REGULATIONS

Add Appropriate Row in the Schedule of Regulations corresponding with Industrial Flex Zone Requirements as follows:

ZONING DISTRICT	MIN LOT SIZE/UNIT		MAXIMUM BUILDING HEIGHT		MINIMUM YARD SETBACK REQUIRED			MAXIMUM LOT COVERAGE AREA AS PERCENT OF LOT AREA	MINIMUM FIRST FLOOR AREA
	AREA	WIDTH AT BLDG SITE	STORIES	FEET	FRONT YARD	SIDE YARD	REAR YARD		

IF, Industrial Flex Zone	2 acres	200 feet	--	70	35	10, minimum both side yard setbacks total of 25 ft.	10, 50 ft. abutting AR, SFR, MFR	75%	--
	40,000 sq. ft. with public sewer/water	120 feet with public sewer/water	--						

Replace Section 10.02.B. PERMITTED PRINCIPAL USES

Section 10.02 PERMITTED PRINCIPAL USES.

- B. Service establishments, either as completely separate units or as an integral part of any of the principal uses permitted in A. above, and additionally including service outlets for insurance, real estate, medical and dental clinics, veterinary clinics and hospitals, nursing and convalescent homes, theatres, assembly and concert halls, indoor recreation facilities, clubs, fraternal organizations and lodge halls, restaurants, private and business schools, churches, public and private office buildings, motels and hotels, and uses of a similar character that are normally an integral part of a regional shopping center.

Replace Section 11.03.A. PERMITTED PRINCIPAL SPECIAL USES WITH CONDITIONS

Section 11.03 PERMITTED PRINCIPAL SPECIAL USES WITH CONDITIONS.

- A. Indoor recreation facilities Recreation and sports areas, if areas are completely enclosed with fences, walls or berms with controlled entrances and exits.

Create Section 14.45 "Performance Standards" to read as the following:

Section 14.45 PERFORMANCE STANDARDS

- A. Airborne Emissions.
 1. Smoke and air contaminants. It shall be unlawful for any person to permit the emission of any smoke or air contaminant from any source whatsoever to a density greater than that permitted by applicable Federal and State Clean Air Standards. There shall not be discharged from any source whatsoever such quantities of air contaminants or other material which cause injury, detriment or nuisance to the public or which endanger comfort, repose, health or safety of persons or which cause injury or damage to business or property.
 2. Odors. Any condition or operation which results in the creation of odors of such intensity and character as to be detrimental to the health and welfare of the public or which interferes unreasonably with the comfort of the public shall be removed, stopped or so modified as to remove the odor.

3. Gases. The escape or emission of any gas that is injurious, destructive, or harmful to persons or property or explosive shall be unlawful and shall be abated.

B. Noise.

1. General Requirements. No use, operation or activity shall be carried on that causes or creates measurable noise levels that are unreasonably loud or that unreasonably interfere with the peace and comfort of others, or that exceed the maximum noise level limits prescribed in Table 14-1 as measured at any point on property adjacent or in close proximity to the lot, parcel or other property on which the operation or activity is located.
2. Methods and Units of Measurement. The measuring equipment and measurement procedures shall conform to the latest American National Standards Institute (ANSI) specifications. The sound measuring equipment shall be properly calibrated before and after the measurements.

Because sound waves having the same decibel (Db) level “sound” louder or softer to the human ear depending upon the frequency of the sound wave in cycles-per-second (that is, depending on whether the pitch of the sound is high or low) an A-weighted filter constructed in accordance with ANSI specifications shall be used on any sound level meter used to take measurements required in this section. All measurements below are expressed in Db(A) to reflect the use of the A-weighted filter.

3. Table of Maximum Noise Levels. Except as otherwise provided in this section, noise levels shall not exceed the limits set forth in the following Table 14-1:

Table 14-1		
Noise Level Standards		
Use	Time	Sound Level (A-Weighted) Decibels – Db(A)
Residential and Nonresidential Uses (in AR, SRF, MFR, MHD, and PUD, districts)	7:00am to 7:00pm	60
Commercial, Business, Office Uses (in OS, NSC, HSC, and RSC districts)	7:00pm to 10:00pm	55
	10:00pm to 7:00am	50
	7:00am to 7:00pm	65
	7:00pm to 7:00am	50
Industrial, Office and Research Office (uses in IF, I, and RT districts)	Anytime	70

4. Background Noise. Where existing background noise exceeds the maximum permitted levels specified in Table 14-1, the noise caused or created by a specific

operation or activity may exceed the levels specified in the Table, provided that the sound level on property adjacent or in close proximity to the lot or parcel on which the operation or activity is located does not exceed the background noise level. For purposes of this subsection, background noise shall mean noise being produced by permitted uses conducted in a legally-accepted manner from all sources other than those occurring on the lot or parcel on which the operation or activity is located. Background noise levels shall be determined by measurement at substantially the same time and location as the noise levels caused or created by the complained-of operation or activity.

5. Intermittent or Other Unreasonable Sounds. Intermittent sounds or sounds characterized by pure tones might be a source of complaints, even though the measured sound level does not exceed the permitted level in Table 14-1. Such sounds shall be prohibited when found to be unreasonably loud or to unreasonably interfere with the peace and comfort of others. In making such determination, the following shall be considered:
 - a. The proximity of the sound to sleeping facilities;
 - b. The nature of the use from which the sound emanates and the area where it is received or perceived;
 - c. The time (day or night) the sound occurs; and
 - d. The duration of the sound.
6. Exemptions. Noise resulting from the following activities shall be exempt from the maximum permitted sound levels provided such activity occurs in a legally-accepted manner:
 - a. Construction activity between the hours of 7:00am and sunset, Monday through Saturday and between the hours of 10:00am and 6:00pm on Sunday.
 - b. Performance of emergency work, including snow removal;
 - c. Warning devices necessary for public safety, such as police, fire, and ambulance sirens, tornado and civil defense warning devices, and train horns;
 - d. Lawn care and yard maintenance that occurs between 8:00am and 9:00pm;
 - e. Outdoor school and playground activities when conducted in accordance with the manner in which such spaces are generally used, including, but not limited to, school athletic and school entertainment events;
 - f. The operation or use of any organ, bell, chimes or other similar means of announcing religious services at a place of religious worship between the hours of 8:00am and 9:00pm, no more than five (5) times per day, and for a duration of no more than two (2) minutes each time; provided, however, the sound level does not exceed 80Db(A) at the property line of the religious facility;
 - g. An un-amplified human voice; and
 - h. Public works maintenance, repair, or improvement projects being conducted by or on behalf of public agencies.

C. Vibration

1. No use shall generate any ground-transmitted vibration in excess of the limits set forth in Table 14-2. Vibration shall be measured at the nearest adjacent lot line.
2. The instrument used to measure vibrations shall be a three (3) compartment measuring system capable of simultaneous measurement of vibration in three (3) mutually perpendicular directions.
3. The vibration maximums set forth in Table 14-2 are stated in terms of particle velocity, which may be measured directly with suitable instrumentation or computed on the basis of displacement and frequency. When computed, the following formula shall be used:

$$PV = 6.28 F \times D$$

Where:

PV = Particle velocity, inches-per-second

F = Vibration frequency, cycles-per-second

D = Single amplitude displacement of the vibration, inches

The maximum velocity shall be the vector sum of the three (3) components recorded.

4. The following is the table of maximum ground-transmitted vibration:

Table 14-2	
Vibration Standards	
Particle Velocity (Inches-Per-Second)	
Along Nonresidential District Boundaries	Along Residential District Boundaries
0.10	0.02
0.20	0.02

5. The values stated in Table 14-2 may be multiplied by two (2) for impact vibrations, i.e., non-cyclic vibration pulsations not exceeding one (1) second in duration and having a pause of at least two (2) seconds between pulses.
6. Vibrations resulting from temporary construction activity shall be exempt from the requirements of this section.

Replace the entire existing ARTICLE XII HC HEAVY COMMERCIAL DISTRICT with the following:

ARTICLE XII

IF - Industrial Flex Zone

Section 12.01 - Purpose and Intent

The purpose of the Industrial Flex Zone Classification is to provide flexibility for land uses while being more prescriptive regarding design and quality of development. Many industrial or large format commercial uses could be compatible, because such uses often have the same or similar building and spatial requirements such as floor area and building height. The design requirements of this district are intended to allow for the mixing of certain industrial and commercial uses, and promote the reuse of buildings and sites for multiple such uses. The flexibility of this district is intended to foster economic development, create employment opportunities, and increase the tax base by promoting the development, redevelopment, or continued use of land adjacent to existing industrial and commercially developed property.

It is also the intent of the Industrial Flex Zone to allow development of property that eliminates blighted properties, ensures safe and complementary vehicular and pedestrian circulation patterns, improves environmental quality and remediates degraded properties, while also providing an attractive transition between residential and non-residential properties.

Section 12.02 - Permitted Principal Uses

The following uses are permitted within the Industrial Flex Zone District.

- A. General office buildings, public or private.
- B. Educational and training facilities.
- C. Facilities for experimental product development, business and scientific research, and testing laboratories.
- D. Photography, art and graphic art studios.
- E. Sale or leasing of new motorized passenger vehicles including cars, and trucks. Outdoor sales/display lots in connection with such use shall not require a special use permit for an open air businesses. (Subject to Section 16.22)
- F. Sale or leasing of used motorized passenger vehicles in conjunction with a new car dealership.
- G. Warehouses and distribution centers.
- H. Warehousing, wholesaling, refrigerated, and general storage conducted completely within a building, or structure.
- I. Mini-warehousing, when conducted completely within a building, or structure.

- J. Retail sales and wholesale of parts equipment, and supplies for: plumbing, electrical, building and construction, furnace and air conditions, home appliances, outdoor and indoor recreation, gardening and landscaping.
- K. Service establishments, either as completely separate units or as an integral part of any of the principal uses permitted in J. above. Public and private office buildings.
- L. Contractor buildings, structures and equipment and materials storage yards for building and other types of construction such that any area used for outdoor storage is completely enclosed and screened from external visibility beyond such storage area.
- M. Woodworking or furniture making shops.
- N. Tool and die, machine shops, light assembly, injection molding.
- O. Any manufacturing plants and uses having performance characteristics similar to those listed in this district that conform with the performance standards in Section 14.45.

Section 12.03 - Permitted Principal Special Uses with Conditions:

The following uses are permitted as special uses in accordance with Article XVI, "Special Uses":

- A. Indoor recreation facilities (subject to Section 16.18).
- B. Outdoor recreation facilities (subject to Section 16.18).
- C. Water Parks if completely enclosed with fences, walls or berms with controlled entrances and exits.
- D. Commercial Kennels (subject to Section 14.42).
- E. Veterinary clinics and animal hospitals.
- F. Storage of recreational vehicles.
- G. Open Air Business as a Principal Use. (Subject to Section 16.22)
- H. The following uses are permitted as long as they are conducted completely within a building, structure or an area enclosed and screened from beyond the lot lines of the parcel:
 - a. Electrical machinery, equipment and supplies, electronic components and accessories.
 - b. Professional, scientific and controlling instruments, photography and optical goods.
 - c. Fabricating metal products, except heavy machinery and transportation equipment.
 - d. Contract plastic material processing, molding and extrusion.
- I. Vehicle repair facilities for automobiles, trucks, busses and trailers (subject to section 16.20).
- J. Towing facilities (subject to Section 16.21).
- K. Propane Storage/Distribution.
- L. Sale, leasing, or rental of used motorized vehicles not in conjunction with a new car dealership.

Section 12.04 - Permitted Accessory Uses:

1. All normal accessory uses to all “Permitted Principal Uses” and “Permitted Principal Special Uses” including:
 - B. Restaurants.
 - C. Cafeterias.
 - D. Medical and health care facilities.
 - E. Office facilities.
 - F. Warehouse and storage facilities.
 - G. Physical fitness facilities.
 - H. Work clothing sales and service facilities.
 - I. Banking facilities.
 - J. Education, library and training facilities.
 - K. Research and experimentation facilities.
 - L. Truck or other vehicular and equipment service maintenance, repair and storage facilities conducted completely within a building, or structure.
 - M. Indoor sales display areas.
 - N. See Section 14.34.

Section 12.05 - Required Conditions of All District Uses:

1. All lots are permitted one (1) driveway unless the Planning Commission determines that any additional drives are necessary in promoting the efficient and safe use of the site due to size, layout, general circulation, or the need to separate drives for truck, or heavy equipment operations from general traffic (see subsection 3 below). The applicant shall provide all information deemed necessary to justify the necessity of any additional driveways.
2. Sites must be designed with sidewalks along building frontages where entrances are located. Such sidewalks should provide for safe and convenient access from parking lots and must connect to adjacent public or private roadways. Where sidewalks cross parking areas and drives the sidewalk material must be carried through. Color changes to highlight the crossing may be appropriate.
3. Parking lots should be designed to accommodate general vehicular and pedestrian traffic as well as employees and commercial traffic. Where heavy equipment and large trucks may be present, sites must be designed to separate such traffic from the general public. Parking areas for customers and employees must be separated physically and visually from loading areas.
4. All toxic wastes shall be disposed of in accordance with all state laws, rules and regulations governing their disposal.

5. The developer of any permitted use or special use with conditions within the IF district must demonstrate that such use will not produce any noise, smoke, fumes, glare, or odors beyond the property boundaries. The Planning Commission may request additional studies to demonstrate compliance with the requirement.

Section 12.06 - Dimensional Requirements, Except as Otherwise Specified in this Ordinance:

A. *Lot Area:* A minimum of two (2) acres or 40,000 square feet for sites with direct access to water, wastewater, and sewer systems on site.

B. *Lot Width:* Minimum of 200 feet at the required minimum building setback line when on-site well water supply and septic tank and field wastewater disposal systems are used or a minimum of 120 feet at the required minimum building setback line when public sewer and water systems are available and connections made to the lot or parcel.

C. *Lot Coverage:* Maximum of 75%.

D. *Yard and Setback Requirements:*

Front yard: Minimum of 35 feet (from the road right of way)

Side yards: Minimum of ten (10) feet
Minimum total of both sides: 25 feet

Rear yard: Minimum of ten (10) feet, but minimum of fifty (50) feet when abutting AR, SFR, MFR property lines.

E. *Height Limitations:* Maximum of seventy (70) feet unless reduced by the maximum permitted by the Livingston County Airport Zoning Ordinance.

F. *Locational Requirements:* Any storage of materials outside of the permitted structure must be proposed and approved by the Planning Commission and be screened from public view and adjacent properties by a wall or fence of no greater than 12 feet in height unless stated otherwise in the Ordinance.

Revise Section 16.17(B)(1): "Public and Private Educational and Training Schools and Facilities"

Section 16.17 PUBLIC, SEMI-PUBLIC AND PRIVATE BUILDINGS AND RELATED STRUCTURES AND OUTDOOR ACTIVITY AREAS

B. Public and private educational and training schools and facilities

- 1) Permitted in all zoning districts which permit any type of residential use, except that professional, business, and technical training schools and facilities shall only be permitted in the RSC, I and IF zoning districts as either a principal or accessory use.

Replace Section 16.18 Nonprofit public, semi-public and private park and recreation facilities

Section 16.18 Nonprofit public, semi-public and private park and indoor and outdoor recreation facilities

A. The following public and private park and outdoor and indoor recreation facilities shall be permitted in the zoning districts indicated in Table 16-1. Their minimum land area of the parcels for each use must also conform to the requirements in Table 16-1:

Table 16-1 Minimum Parcel Sizes for Recreation Facilities		
Land Use	Zoning District/Location	Minimum Lot Area
Neighborhood parks for active and passive recreation	AR, SFR and MFR	Five (5) acres
Community parks, serving two (2) or more neighborhoods for active and passive recreation	AR, SFR and MFR	Twenty (20) acres
Playgrounds for outdoor and indoor activities	AR, SFR and MFR	Ten (10) acres, except when located in conjunction with a K - 8 school on at least five (5) acres
Tot lots serving children up to five (5) years old	All residential zoning districts	One-half (1/2) acre
Beaches	Located on parcels with the waterfront of lakes or rivers	Ten (10) acres
Indoor recreation facilities	RSC, HSC, IF, and I	Two (2) acres
Outdoor recreation facilities	RSC, HSC, IF, and I	Twenty (20) acres
Golf courses	AR, SFR, and MFR	Forty (40) acres per nine (9) holes of golf
Golf driving ranges	AR, IF	Ten (10) acres

		additional five (5) acres to the minimum acreage for a nine (9) hole golf course
Golf driving ranges as an accessory use to a golf course	AR	Five (5) acres in addition to the minimum acreage for a nine (9) hole golf course
Nature study areas	AR and SFR	Ten (10) acres
Forest and woodlot preserves	AR and SFR	Ten (10) acres
Passive recreation areas and facilities related to the natural environment	AR, SFR, and MFR	Five (5) acres

* Where no size or district is listed, the minimum lot size for the district where a recreation use is specifically permitted through Article IV through XIII shall apply.

- B. Recreation facilities shall at a minimum conform to the following standards in addition to any conditions placed on an individual permit by the Township Board through Section 16.01 to 16.06.
1. All outdoor recreation and sports areas shall be completely enclosed with fences, walls or berms with controlled entrances and exits.
 2. The site shall maintain free and clear access for emergency service vehicles during all activities. Site access shall be reviewed during the site plan approval/special use permit process.
 3. All activities or facilities shall be located a minimum of two hundred (200) feet from the property lines.
 4. Hours of Operation shall be limited to the hours between sunrise and sunset but not prior to 8:00 a.m. or later than 10:00 p.m. The Township Board may apply more restrictive hours where protection for nearby residential uses or property zoned for residential uses.
 5. Noise. No sound or noise shall be discernible beyond the property lines in excess of street and traffic levels, and in no event shall noise exceed seventy (70) decibels on the dB(A) scale as measured at property lines of the facility. If contained within a multi-tenant building, the sound shall not exceed sixty-five (65) decibels on the dB(A) scale along a common wall. Sound shall be measured using a Leq (10-minute interval). All measurements and modeling shall be conducted in compliance with ANSI/ISO standards

for outdoor sound measurements and be supervised by a qualified acoustical consultant with full member status with the Institute of Noise Control Engineering (INCE).

6. All off-road vehicles are prohibited, except for vehicles used for event control and administration.
7. Outdoor recreation activities shall be subject to lighting in Section 14.22 of this ordinance.
8. Parking shall be provided at a rate of one (1) parking space per two (2) participants anticipated during peak recreational activities. The Planning Commission may allow a waiver of hard surface paving and parking requirements set forth in Section 18.02 for those situations where parking is used on a periodic basis for all or part of the parking requirements.
9. All sites or facilities shall comply with food and water supply regulations, health and sanitation regulations, or other regulations necessary to protect health, safety, or welfare as established by the county health department or the appropriate state agency.
10. All sport shooting ranges shall at a minimum conform to the following standards in addition to any conditions placed on an individual permit by the Township Board through Section 16.02.
 - a. Design and Operation Standards. The design and operation of such facilities shall conform with the specifications and best practices provided by the National Rifle Association Range Source Book, the generally accepted operation practices adopted pursuant to the Michigan Sport Shooting Ranges Act, Public Act 269 of 1989, applicable Environmental Protection Agency regulations and guidelines, Occupational Safety & Health Administration regulations and guidelines, and applicable federal and state law, and local ordinances.
 - b. Safety. The design of the facility shall clearly show that safety of persons on and off the site is guaranteed. This shall mean that no projectile of any kind may be permitted to leave the site. Indoor ranges must be designed so projectiles cannot penetrate the walls, floor or ceiling, and ricochets or back splatter cannot harm range users. Unless this safety requirement is clearly indicated by the design plans, a permit shall not be issued.
 - c. Lead Management/Environmental. The facility shall manage lead contamination and environmental impacts consistent with applicable federal and state law, including but not limited to the Resource Recovery and Conservation Act (RCRA), the Clean Water Act (CWA), and the EPA's Best Practices for Lead at Outdoor Shooting Range.
 - d. Hours of Operation. Shooting on a range shall be limited to the hours between sunrise and sunset but not prior to 9:00 a.m. or later than 8:00 p.m. The Township

Board may apply more restrictive hours where protection for nearby residential uses or property zoned for residential uses.

- e. Facility Size. Outdoor sport shooting ranges must be located on a parcel of twenty (20) acres or more.
- f. Setbacks. Any area used for firearm shooting activities must be located at least 1,600 feet from a lot line of any property zoned for residential uses, educational institution or school, public or private park, church, and house of worship or other religious facility. Any outdoor firearm shooting activities must be located at least 100 feet from all other lot lines. The minimum distance between uses shall be measured horizontally between the nearest property lines.
- g. Security. Fencing and gates shall be provided around an outdoor sport shooting range facility to maintain a level of security with a minimum height of 8 feet. Any indoor range shall be secured so as to prevent the unauthorized access to the range. Signage must be maintained and be posted at a minimum of 200-foot intervals by durable, weather proof signs not less than two square feet in size with a minimum of two-inch lettering, containing the following in large print: "DANGER SHOOTING RANGE".
- h. Reclamation: A surety bond, letter of credit or equivalent financial instrument shall be posted, in an amount determined by the Township with consultation of a registered engineer licensed in Michigan, taking into account the costs to reclaim the property to its condition prior to operation of the facility as estimated 30 years in the future. This instrument is to be used in the event the facility is not voluntarily reclaimed when operations cease to mitigate environmental contaminants, parcel grading, and public health and safety concerns associated with sport shooting range facilities. The surety bond, letter of credit or equivalent financial instrument shall be in favor of the Township and shall contain a replenishment obligation. The Township reserves the right to review the decommissioning plan every 5 years and revise the requirements and amount of any such instrument as necessary.
- i. Application Requirements: In addition to all information required by Articles XVI and XX of this Ordinance, all applications for a sport shooting range shall be accompanied with the following information:
 - i. A range safety plan addressing:
 1. Firearm handling rules;
 2. Range officers;
 3. Shooting range rules;
 4. Types of firearms permitted and any applicable conditions;

5. Types of activities permitted on the premises; and
 6. Range targets.
- ii. Shot-fall zones, backstops, berms, target locations, and relevant baffling.
 - iii. Existing and proposed structures on the site.
 - iv. Dwellings within one half (1/2) mile from the facility property lines.
 - v. A written plan outlining the facility's Best Management Practices (BMPs) program relating to lead management.
 - vi. A report of the predicted sound impact of the proposed facility shall be included with the application. The report shall demonstrate that the sound level limits required by this Ordinance are met and the report conforms with ANSI/ISO standards for outdoor measurements and predictions. The report shall be produced by a qualified acoustical consultant with full member status with the Institute of Noise Control Engineering (INCE). Where such standards include confidence limits or limitations of use, the report shall present them and provide an explanation of how they were addressed. It shall include:
 1. A description and map of the facility's sound producing features, including the range of decibel levels expected (to be measured in dB(A)), and the basis for the expectation.
 2. A description of the project's proposed sound control features shall be described in detail, including specific measures to minimize noise impacts to neighboring residents and occupants.
 - vii. At the Township's request, the applicant shall provide an environmental assessment or impact study and/or other relevant report(s) or studies (including, but not limited to, assessing the potential impact on lead contamination caused by repeated use of lead shot) as required by the Township for review by the Township regarding the area or surrounding areas where the facility will be placed. Each such study or report requested shall be provided to the Township prior to the time when the Township Board makes its final decision.

Create Section 16.20 Vehicle Repair Facilities

Section 16.20 Vehicle Repair Facilities

Vehicle repair facilities shall be subject to the following regulations and conditions in addition to all applicable regulations in effect in the district in which they are to be located:

- A. All work on vehicles shall take place indoors.
- B. No sound or noise shall be discernible beyond the property lines in excess of street and traffic levels, and in no event shall noise exceed seventy (70) decibels on the dB(A) scale as measured at property lines of the facility. If contained within a multi-tenant building, the sound shall not exceed sixty-five (65) decibels on the dB(A) scale along a common wall. Sound shall be measured using a Leq (10-minute interval). All measurements and modeling shall be conducted in compliance with ANSI/ISO standards for outdoor sound measurements and be supervised by a qualified acoustical consultant with full member status with the Institute of Noise Control Engineering (INCE). No vehicle in any state of disrepair shall be stored in front of the principle building.
- C. No outdoor storage of vehicle parts shall be permitted.

Create Section 16.21 Tow Yards

Section 16.21 Tow yards

Tow yards shall be subject to the following regulations and conditions in addition to all applicable regulations in effect in the district in which they are to be located:

- A. Vehicles are stored on site temporarily, not to exceed 60 days, while waiting for repairs or transport to a junk yard or salvage yard. Such period shall be tolled during any period when local, state, or federal law and law enforcement agency requires the tow yards to hold such vehicles.
- B. Vehicle storage areas shall be design with individual stalls and accessible drive lanes consistent with the parking lot design standards in Section 18.02 with the exception that no interior landscaping or landscape islands shall be required. Storage areas shall be paved with asphalt or concrete. This requirement shall not be subject to a waiver as indicated in Section 18.02.E.3.
- C. Storage areas shall be drained to an oil and water separator.
- D. Storage areas shall be screened from the public view and adjacent properties by a screen fence, wall or other means deemed appropriate by the Planning Commission. Such screen shall be high enough to screen any storage areas but shall not exceed twelve (12) feet in height. A cyclone fence with inserts or fabric material shall not be used for screening.

Create Section 16.22 Open Air Businesses:

Section 16.22 Open Air Businesses

Open Air Businesses shall be subject to the following regulations and conditions in addition to all applicable regulations in effect in the district in which they are to be located:

- A. All display areas shall meet the minimum setback requirements for the district in which they are located.

- B. Any area for the storage of rental equipment shall be screened from the public view and adjacent properties by a screen fence, wall or other means deemed appropriate by the Planning Commission. A screen fence or wall shall be high enough to screen any storage areas but shall not exceed twelve (12) feet in height. A cyclone fence with inserts or fabric material shall not be used for screening.
- C. All display or storage areas shall be paved with asphalt or concrete.

Section 2. This Ordinance hereby repeals any ordinances in conflict herewith.

Section 3. Severability

The various parts, sections and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section or clauses is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

Section 4. Savings Clause

That nothing in this Ordinance herby adopted be construed to affect any just or legal right or remedy of any character nor shall any just or legal right or remedy of any character by lost, impaired, or affected by this Ordinance.

Section 5. Publication and Effective Date

This Ordinance is hereby declared to have been adopted by the Howell Township Board at a meeting thereof duly called and held on the _____ of _____, 2020, was ordered to be given publication in the manner required by law, and was ordered to be given effect as mandated by Charter and statute.

HOWELL TOWNSHIP

BY: _____

ADOPTED: _____

PUBLISHED: _____

EFFECTIVE: _____

CERTIFICATION

I, Jean Graham, the Clerk of Howell Township, Livingston County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance No. _____, adopted by the Howell Township at a regular meeting held on _____, 2020.

The following members of the Township Board of Trustees were present at that meeting:

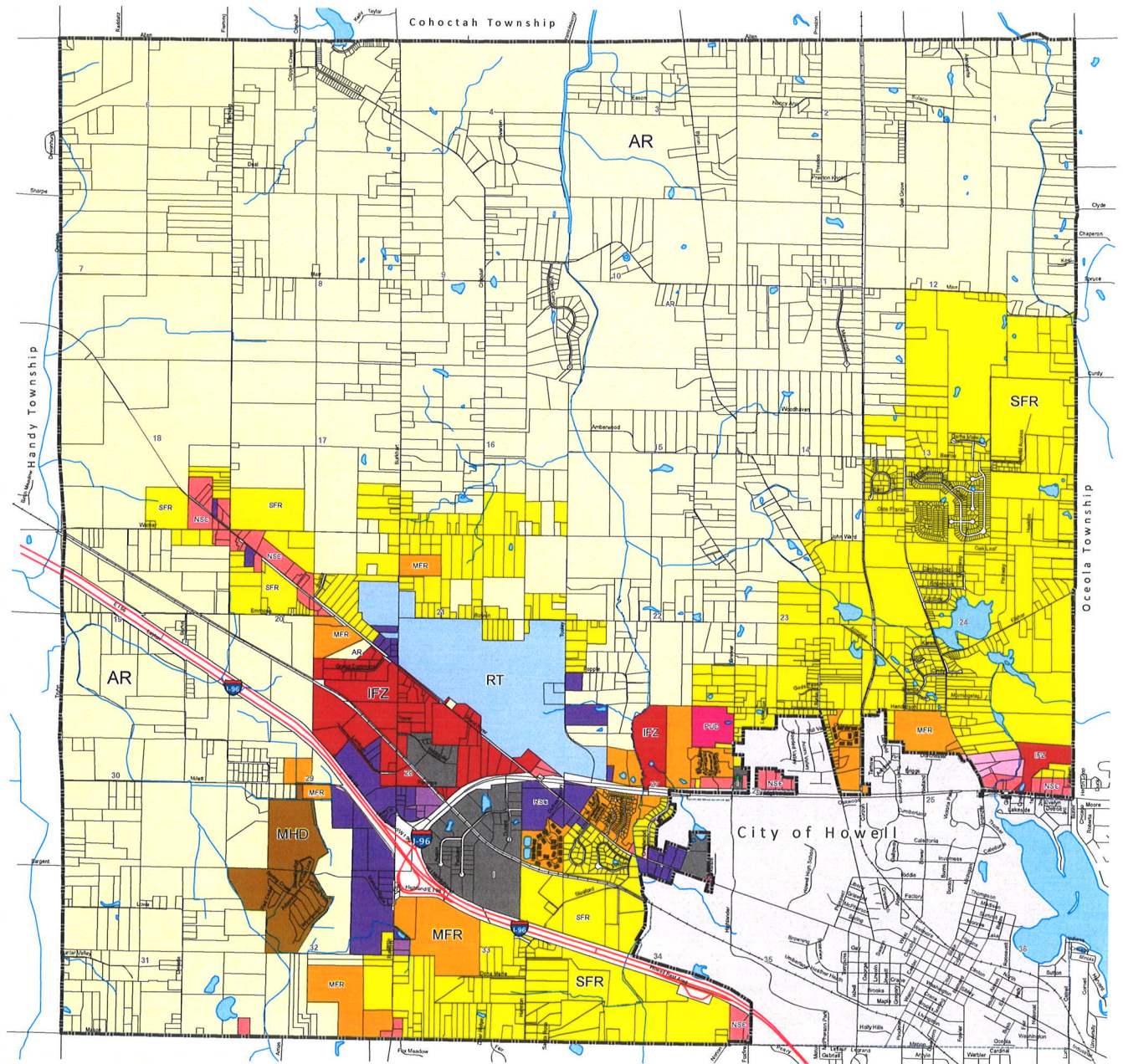
The Ordinance was adopted by the Township Board of Trustees with _____ members of the Board voting in favor and _____ members voting in opposition. Notice of adoption and publication of the Ordinance was published in the _____ on _____, 2020. The Ordinance shall be effective on _____, 2020, seven (7) days after publication.

By: _____

Jean Graham, Township Clerk

AGENDA ITEM

7B

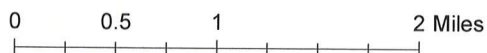


Zoning Designation	
	Conditional Rezoning
	PUD - Planned Unit Development
	AR - Agricultural Residential
	SFR - Single Family Residential
	MFR - Multiple Family Residential
	MHD - Manufactured Housing District
	OS - Office Service
	NSC - Neighborhood Service Commercial
	HSC - Highway Service Commercial
	RSC - Regional Service Commercial
	IFZ - Industrial Flex Zone
	I - Industrial
	RT - Research & Technology

Draft

ZONING DISTRICTS MAP

Howell Township
Livingston County



LAST REVISED
10/9/2019

PARCELS IN HOWELL TWP PLANNED AS "IZ"
(SORTED IN NUMERICAL ORDER BY PARCEL NUMBER)

Parcel Number	Property Address	Existing Zoning	Proposed Zoning	Comments
06-20-400-002	4029 W GRAND RIVER	HC	IFZ	
06-20-400-007	4375 W GRAND RIVER	HC	MFR	
06-20-400-011	0 GRAND RIVER	RSC	IFZ	
06-20-400-012	4141 W GRAND RIVER	AR	IFZ	
06-20-401-001	2287 GRAND COMMERCE DRIVE	HC	IFZ	
06-20-401-007	2123 GRAND COMMERCE DRIVE	HC	IFZ	
06-20-401-008	2124 GRAND COMMERCE DRIVE	HC	IFZ	
06-20-401-009	0 GRAND COMMERCE DRIVE	HC	IFZ	
06-20-401-010	0 GRAND COMMERCE DRIVE	HC	IFZ	
06-20-401-018	2212 GRAND COMMERCE DRIVE	HC	IFZ	
06-20-401-024	2211 GRAND COMMERCE	HC	IFZ	
06-20-401-025	2234 GRAND COMMERCE	HC	IFZ	
06-21-300-005	3750 W GRAND RIVER	AR	IFZ	
06-21-300-007	3845 W GRAND RIVER	HC	IFZ	
06-21-300-008	3875 W GRAND RIVER	HC	IFZ	
06-21-300-014	2084 N BURKHART	HC	IFZ	
06-21-300-015	2168 N BURKHART	HC	IFZ	
06-21-300-020	3919 W GRAND RIVER	HC	IFZ	
06-21-300-022	2200 N BURKHART	HC	IFZ	
06-21-300-024	3923 W GRAND RIVER	HC	IFZ	
06-21-300-028	0 W GRAND RIVER	HC	IFZ	
06-21-300-029	3937 W GRAND RIVER	HC	IFZ	
06-21-400-014	2071 TOOLEY	HC	RT	
06-21-400-015	2061 TOOLEY	HC	RT	
06-25-200-038	275 E HIGHLAND	OS	IFZ	
06-27-200-010	2440 W HIGHLAND	I	IFZ	
06-28-100-005	3573 W GRAND RIVER	HC	IFZ	
06-28-100-006	3575 W GRAND RIVER	HC	IFZ	
06-28-100-011	2000 N BURKHART	HC	IFZ	
06-28-100-012	1800 N BURKHART	RSC	IFZ	
06-28-100-019	1650 N BURKHART	I	IFZ	
06-28-100-022	3970 PARSONS RD	I	IFZ	
06-28-100-024	3590 W GRAND RIVER	HC	IFZ	
06-28-100-026	3680 W GRAND RIVER	HC	IFZ	
06-28-100-027	0 W GRAND RIVER	HC	IFZ	
06-28-100-034	3605 W GRAND RIVER	HC	IFZ	
06-28-100-035	3750 TOWER DRIVE	HC	IFZ	
06-28-100-038	3755 N TOWER DRIVE	HC	IFZ	
06-28-100-039	3585 W GRAND RIVER	I	IFZ	
06-28-100-041	0 W GRAND RIVER	I	IFZ	
06-28-100-049	3835 W GRAND RIVER	HC	IFZ	
06-28-100-058	3985 TOWER DRIVE	HC	IFZ	
06-28-100-065	3705 W GRAND RIVER	HC	IFZ	
06-28-200-008	3505 W GRAND RIVER	HC	IFZ	
06-28-200-010	3265 W GRAND RIVER	HC	IFZ	

LAST REVISED
10/9/2019

PARCELS IN HOWELL TWP PLANNED AS "IZ"
(SORTED IN NUMERICAL ORDER BY PARCEL NUMBER)

06-28-200-011	0 W GRAND RIVER	HC	IFZ	
06-28-200-013	3333 W GRAND RIVER	HC	IFZ	
06-28-200-039	3280 W GRAND RIVER	HC	IFZ	
06-28-200-040	3401 W GRAND RIVER	HC	IFZ	
06-28-200-047	3100 W HIGHLAND	HC	NSC	Split - Previously 06- 28-200-030
06-28-200-048	3100 W HIGHLAND	HC	NSC	Split - Previously 06- 28-200-030
06-28-300-006	3717 PARSONS RD	I	IFZ	
06-28-300-011	3757 PARSONS RD	I	IFZ	
06-28-300-012	3735 PARSONS RD	I	IFZ	
06-29-200-002	1825 N BURKHART	RSC	IFZ	
06-29-200-005	4100 LAMBERT DR	HC	IFZ	
06-29-200-006	0 N BURKHART	RSC	IFZ	
06-29-200-023	0 LAMBERT DR	RSC	IFZ	
06-29-200-028	0 LAMBERT DR	RSC	IFZ	
06-29-200-029	0 BURKHART	HC	IFZ	
06-29-200-030	4120 LAMBERT DR	RSC	IFZ	
06-29-200-031	1551 N BURKHART	I	IFZ	
06-29-200-032	4261 LAMBERT DR	RSC	IFZ	
06-29-200-033	0 LAMBERT DR	RSC	IFZ	

Note: Parcels 06-29-200-009 and 06-29-200-018 were previously considered to be rezoned. They will remain zoned within their current zoning designation of RSC, and therefore, are not included in this list.

AGENDA ITEM

7C

District 8 Assessment Information

For 1 REU if paid for in November 2020

Sewer \$7,284.31

Water \$3,198.77

Other fees

Sewer Connection Fee \$5,000.00

Water Connection Fee \$5,000.00

CONTRACT FOR SPECIAL ASSESSMENT LIEN

This Special Assessment Contract ("Contract") is entered into as of _____, 2020, between Howell Township ("the Township"), whose address is 3525 Byron Road, Howell, Michigan 48855, and [Property Owner], ("Property Owner"), whose address is [Address].

The Township is engaged in the development and the operation of a municipal water supply system within Howell Township (the "Project"). Property Owner owns real property ("Parcel") that is currently located within the Township, and the Property Owner wishes to receive potable water to the Parcel from the Township to the Parcel through the Project and Property Owner voluntarily wishes the Parcel to be specially assessed the principal amount of \$ _____, plus interest at 5.217% per annum.

The Parcel is associated with Property Tax Identification Number ____ - ____ - ____ - ____, and is located at the following address: _____, Michigan.
The Parcel is legally described as:

Property Owner agrees that the Project is necessary to enable the Parcel to receive potable water service, and that the Parcel's access to such water service through the Project will benefit the Parcel and will result in an increase in the value of the Parcel in excess of the principal amount stated above.

Property Owner requests and petitions, and the Township agrees, that \$ _____ of the cost of the Project shall be levied by special assessment upon the Parcel in a principal amount equal to \$ _____. Such principal amount shall be divided into 10 (ten) equal annual installments of principal, together with interest from and after _____, 202__, with the first such installment of principal to be due on _____, 202__, and the subsequent installments of principal and interest to be due on _____ of each of the subsequent 10 (ten) consecutive years, in accordance with the attached amortization and repayment schedule (**Exhibit A**). The assessments shall be billed and collected when they are due. The remaining principal amount shall bear interest at a rate of 5.217% annually. If any special assessment installment is not paid when due, then the special assessment shall be considered to be delinquent and there shall be collected, in addition to interest, a penalty at the rate of 1% for each month, or fraction of a month, that the special assessment remains unpaid before being reported to the Township Board for reassessment upon the Township Tax Roll. If not paid by the due date, the

installments will be subject to collection, fines, and penalties in the same manner as for delinquent property taxes.

In addition to the foregoing, Property Owner shall pay to the Township \$30.00 as reimbursement for legal fees and costs incurred in the preparation and recording of this Contract.

Property Owner agrees that, to further evidence the special assessment and lien created hereunder, the Township may create or amend any special assessment roll under Act 188 or other applicable law to show the herein special assessment against the Parcel. The special assessment levied on the Parcel shall be secured by a statutory lien on the Parcel in accordance with Act 188 and any other remedies available to the Township under law.

Nothing in this Contract shall be construed to exempt the Property Owner or the Parcel from any ad valorem tax liability or assessments which may be authorized by law.

Property Owner shall comply with all applicable rules, regulations, and ordinances of the Township as it related to using the public services offered from the construction of the Project. These include, but are not limited to, proper permitting and approval for connection to the Township's water system, paying all utility bills at rates established by the Township or other governing entity for a water or sewer improvement project and adding any necessary infrastructure such as installing service lines and a water meter for receiving public water service.

Property Owner agrees, warrants and certifies to the Township that: (a) Property Owner is the owner of record of the Parcel; (b) The Parcel is sufficiently benefitted by the Project to justify the levy of the above special assessment against the Parcel; (c) The above special assessment to be levied against the Parcel is proportional to the benefit received by the Parcel from the Project; and (d) There is a reasonable relationship between the total amount of the above special assessment levied against the Parcel and the enhanced fair market value of the Parcel due to the Project. Property Owner(s) certifies that they entered into this Contract under their own free will and had an opportunity to consult with legal counsel before executing this Contract.

Property Owner acknowledges that the Township has incurred the expenditures necessary for the design, financing, and construction of the Project to serve Property Owner and properties akin to Property Owner, including the Township's anticipated design, financing and construction of expansions to the Project to serve the needs of Property Owner and the Township enters into this Contract to induce the Township to do so, understanding that the Property Owner will pay all costs to the Township over the terms of this Contract.

This Contract shall serve as a petition by the Property Owner to request the Township to proceed with the above special assessment against the Parcel. Property Owner hereby waives any rights to formal special assessment proceedings of the type required by Act 188 or other applicable laws absent this Contract, and further waives notice, the right to receive notice and any irregularities in any special assessment proceedings, including public hearings, if any, undertaken by the Township with respect to the special assessment levied in accordance with this Contract. Property Owner waives notice, hearing, appeal, and judicial or Tax Tribunal review of the above special assessment against the Parcel. Any unpaid amounts due under this Contract shall constitute a lien on the Parcel

as provided in MCL 41.728 and shall have the same character and effect as a lien created for township taxes and shall include accrued interest and penalties. Such, consistent with township tax liens, shall not be subordinate to any other lien and shall be a first lien, prior, superior, and paramount on the Parcel.

Property Owner herewith pays the first installment of the special assessments due against the Parcel, in the amount of \$ _____, plus interest from and after _____, 20____, to the date of this Contract.

This Contract may be recorded in the Office of the Livingston County Register of Deeds.

Property Owner personally guarantees the prompt payment of each of the installments on the special assessments when due, and personally guarantee the full payment of the special assessments under this Contract. Owner agrees that, in the event any installment of the special assessments are not paid promptly when due, Township may elect to accelerate the special assessment installments and to sue Owner individually or collectively for the full amount of the special assessments.

This Contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors, assigns, and personal representatives. This Contract shall run with the land (Parcel), but in the event Property Owner transfers ownership of the Parcel and a future owner does not pay any owed assessments, Property Owner will be jointly and severally liable for any unpaid assessments pursuant to this Contract if Property Owner does not obtain a written release from the Township. Unless otherwise specifically provided, all notices and other documents to be served or transmitted hereunder shall be in writing and addressed to the respective parties at the addresses stated in this Contract and may be served or transmitted in person or by ordinary mail properly addressed with sufficient postage. This Contract has been executed in the State of Michigan and shall be governed by Michigan law. Any disputes related to this Contract must be brought before the Livingston County Circuit Court. If any section or provision of this Contract is unenforceable for any reason, the unenforceability thereof shall not impair the remainder of this Contract, which shall remain in full force and effect. This Contract represents the entire understanding and Contract between the parties hereto with regard to the matters addressed herein. All prior oral or written understandings and agreements with regard to the matters addressed herein are specifically merged herein.

The parties have executed this Contract as of the day and year first written above.

(Signatures on next page)

Property Owner

By: _____
[Name]

By: _____
[Name]

STATE OF MICHIGAN)
) ss.
COUNTY OF LIVINGSTON)

The foregoing instrument was acknowledged before me, a notary public, on the ____ day of _____ 20__, by _____ and _____, referred to in this instrument as "Property Owner."

Notary Public, _____ County, MI
My Commission Expires: _____
Acting in Livingston County

Howell Township

By: _____
Mike Coddington, Supervisor

STATE OF MICHIGAN)
) ss.
COUNTY OF LIVINGSTON)

The foregoing instrument was acknowledged before me, a notary public, on the ____ day of _____ 20__, by Mike Coddington, Howell Township Supervisor.

Notary Public, _____ County, MI
My Commission Expires: _____
Acting in Livingston County

Drafted by:
Christopher Patterson (P74350)
Fahey Schultz Burzych Rhodes
4151 Okemos Rd.
Okamos, MI 48864

After Recording Return to:
Mike Coddington
Howell Township Supervisor
3525 Byron Road,
Howell, Michigan 48855

AGENDA ITEM

8A

Intergovernmental Agreement

Attached is the Inter-governmental Agreement for the Designated Assessor signed by the Board of Commissioners for you to take to your board meeting. I would like to remind you this is only if you become non-compliant with the AMAR audit. **This is not for assessing services.**

The AMAR is once every five years. If the assessor is not compliant with any of the requirements they are asked to submit a corrective action plan and correct the mistakes. The following year the STC reviews the corrections and either passes the unit or fails the unit. Should you fail the second round you become non-compliant.

By signing this agreement it will still leave your unit options if becoming non-compliant should happen. First you can get a new assessor. They will have to be a MAAO or MMAO. I would strongly support this option.

Second, you can let the STC take jurisdiction of your roll, they will supply someone to get the roll in compliance or you can contract the work yourself.

Third, if neither of those options are right for you, you can use the Designated Assessor.

Signing the contract will make you compliant with the new law and not cost your unit anything for the next five years at which time the process will be presented again.

If you have any questions please let me know.

Sue Bostwick, Director

Livingston County Equalization

All,

This is the agreement with the County for the Designated Assessor portion of the law passed in 2018. This needs to go to the December board meeting for approval. I don't ever plan on becoming non-compliant so this is really a non-issue. Even if you decide to get rid of me, you still have two other options available to you before using the designated assessor. You can hire another assessor or let the state take over.

Thanks,
Brent Kilpela

Interlocal Agreement for Livingston County to Approve the Designated Assessor for the period January 1, 2021 through December 31, 2025

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. Accordingly, the following interlocal agreement (hereinafter "AGREEMENT") has been executed by the Board of Commissioners for Livingston County, a majority of the Assessing Districts in Livingston County, and the individual put forth as the proposed Designated Assessor. Livingston County and the Assessing Districts are collectively referred to throughout this AGREEMENT as the "Parties."

RECITALS

WHEREAS, The Assessing Districts are Municipal Corporations located within the County of Livingston, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an AGREEMENT that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the Assessing Districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

NOW, THEREFORE, based on the foregoing Recitals, and in consideration of the terms of this Agreement, the Members agree as follows:

BACKGROUND INFORMATION

Livingston County proposes that Edward K. VanderVries (R-7530) serve as the Designated Assessor for the following Assessing Districts within Livingston County: Townships of Conway, Cohoctah, Deerfield, Tyrone, Handy, Howell, Oceola, Hartland, Iosco, Marion, Genoa, Brighton, Unadilla, Putnam, Hamburg, & Green Oak. The Cities of Howell, Brighton, & Fenton. Included as an addendum to this AGREEMENT are the Livingston County SEV totals by unit, and a listing of the total number of parcels, by classification, within each Assessing District.

Once the Designated Assessor process is invoked, the Parties agree that the Designated Assessor will perform the duties associated with being the assessor of record for an Assessing District at a mutually agreeable location. The Parties further agree that specific hours will be negotiated as part of the employment contract to be executed in the event an Assessing District is subject to the Designated Assessor process.

QUALIFICATIONS OF DESIGNATED ASSESSOR

1. Edward K. VanderVries is currently certified as a Michigan Master Assessing Officer (MAAO). Certification number R-7530. Edward K. VanderVries is currently an owner of V&V Assessing LLC.
2. Mr. VanderVries has been the assessor of record for many complex assessing jurisdictions and currently serves in that role for the Cities of Portage, Marshall, & Hart. He also serves in that role for the Townships of Union, Sheridan, Moran, Holton, & Laketon. Mr. VanderVries is also the Equalization Director for Oceana County.
3. There are no known conflicts of interest between the Designated Assessor and Livingston County or any Assessing Districts within the County.

It is understood that the individual identified as the Designated Assessor in this AGREEMENT will, during the length of this agreement, maintain their assessor certification in good standing with the State Tax Commission and when required to serve as the Designated Assessor for an Assessing District in Livingston County shall act as the Assessor of Record for that Assessing District. When acting as the Assessor of Record for an Assessing District, the Designated Assessor shall meet all the requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

Any additional requirements that are agreed to by the Designated Assessor, the County and the Assessing Districts may not conflict with the State Tax Commission's *Supervising Preparation of the Rolls*.

DUTIES AND RESPONSIBILITIES OF DESIGNATED ASSESSOR

The Designated Assessor, while serving as the assessor of record for an Assessing District within Livingston County shall satisfy all requirements contained State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

Within days of being appointed as the Designated Assessor for an Assessing District, the Designated Assessor shall prepare and transmit to the Assessing District's supervisor, manager, or chief executive a detailed proposal, including a schedule for delivery of documents, to correct deficiencies identified by the State Tax Commission's audit.

The Parties agree that the Designated Assessor, while serving as the assessor of record for an Assessing District within Livingston County, shall:

1. Attendance at Board of Review Meetings

The Designated Assessor, or his designee, shall attend all March, July, and December Board of Review meetings. It is agreed that if an Assessing District does not have an existing resolution allowing for alternative dates for July and December Boards of Review, they will adopt one.

2. Duties and Responsibilities related to Assessment Appeals

The Designated Assessor, or his designee, shall defend all appeals to the Small Claims Division of the Michigan Tax Tribunal. This shall include, but not be limited to, answering and filing petitions, preparing and submitting evidence and other such information necessary to properly defend such appeal, and he or his designee appearing at all hearings or meetings as may be necessary for defending such appeals. All of the foregoing regarding appeals to the small claims division of the Michigan Tax Tribunal is deemed to be included the services compensated pursuant to the terms and provisions of this agreement.

All other appeals to the Full Claims Division of the Michigan Tax Tribunal, State Tax Commission, or other court, the Assessing District shall obtain competent legal counsel at its expense. If counsel shall desire assistance of the Designated Assessor in the defense of such appeals, additional fees for preparing appraisals, analyses, and/or consultation, shall be reviewed and approved by the Assessing District and agreed upon in a case-by-case basis. The Designated Assessor shall be available to the Assessing District as an expert witness on behalf of the Assessing District in any proceedings. Compensation for travel associated with such proceedings shall be reimbursed by Assessing District.

3. Reporting Requirements and responsibility to meet with local unit officials

On or before December 31 of each year, at the Assessing Districts request, the Designated Assessor shall prepare written recommendations and conclusions regarding the current state of the Assessing Districts Assessment Rolls, by class, together with specific recommendations concerning actions which, in the opinion of the Designated Assessor, should be taken to achieve maximum equity and uniformity in the assessment process and compliance with State Tax Commission guidelines and rules and regulations.

4. Any and all obligations of local unit assessing staff members

If an Assessing Unit employs any certified assessing staff other than the Assessor of Record, those staff members will remain employees of the Assessing District. Those staff members will continue to conduct their duties as they understand them under the supervision of the Designated Assessor. If changes in duties are identified as necessary by the Designated Assessor, those changes will be discussed with the employee and the Assessing District prior to implementation. No existing staff member will be terminated by the Designated Assessor without the prior approval of the Assessing District.

5. Responsibilities of Designated Assessor while not acting as an assessor of record for an Assessing District under this agreement
The Designated Assessor will have no official duties of record pertaining to this agreement until such time as he is appointed the Designated Assessor of Record for an Assessing District under this agreement. Upon their request, the Designated Assessor will meet with an Assessing District to discuss potential solutions of any deficiencies identified by AMAR to avoid any formal action by the State Tax Commission.
6. Requirement to remain certified and in good standing
The Designated Assessor shall maintain his Michigan Master Assessing Officer certification and remain in good standing with the requirements of the State Tax Commission.
7. Non-exclusivity
Nothing in this Agreement prevents or limits the Designated Assessor from serving as the Designated Assessor, Certifying Assessor, Assessor of Record, Equalization Director, or in any other assessing capacity in any City, Township, County, or Assessing District jurisdiction in Michigan.

DUTIES AND RESPONSIBILITIES OF LIVINGSTON COUNTY AND ASSESSING DISTRICTS WITHIN LIVINGSTON COUNTY

The Parties to this AGREEMENT understand and agree that the Assessing Districts identified in this AGREEMENT required to utilize the services of the Designated Assessor will, during and throughout the term of this AGREEMENT, to the following:

1. Access to required documents and information
While under contract with the Designated Assessor, the Assessing District will provide reasonable access to all assessing records, documents, databases, and information. This shall include remote access to the Assessing District's computer and network resources if available.
2. Policies and procedures
Furnish the Designated Assessor with any applicable local policies and procedures that the Designated Assessor may be subject to during the period of time the Designated Assessor serves as the Assessing District's assessor of record including technology, equipment, facilities, personnel, etc. that may apply to him or his designee.
3. Provide any technology, equipment, and workspace
The Assessing District will provide necessary technology, equipment, and workspace for the Designated Assessor to carry out their requirements under this Agreement.

DESIGNATED ASSESSOR COMPENSATION

The Designated Assessor may charge an Assessing District that is required to contract with the Designated Assessor and that Assessing District shall pay, for the reasonable costs incurred by the Designated Assessor in serving as the Assessing District's Assessor of Record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office.

1. Fee Structure

Should the Designated Assessor process be invoked, the annual fees for providing oversight, preparation and administration of the annual assessment roll will be based on a per parcel basis with the following fee schedule:

Agricultural Real	\$16.00 per parcel
Commercial Real	\$18.00 per parcel
Industrial Real	\$18.00 per Parcel
Residential Real	\$16.00 per parcel
Other Real	\$16.00 per parcel
Personal Property	\$15.00 per parcel
Special Act Parcels	\$20.00 per parcel

Should the necessity of a re-appraisal be necessary to bring an Assessment District into AMAR compliance the per parcel fee for such service, for real property, is \$80.00 per parcel.

Hourly fee schedule for personnel are as follows:

MMAO Assessor	\$175.00 per Hour
MAAO Assessor	\$100.00 per Hour
MCAO Assessor	\$60.00 per Hour
Support Staff	\$45.00 per Hour

the fees above are for services performed by the Designated Assessor in 2021 and are subject to a 4% increase for subsequent years under this contract.

2. Payment Responsibility

All fees associated with serving as the Designated Assessor shall be paid directly by the Assessing District under contract within 30 days of invoicing.

3. Payment in the event of Death or Disability

In the event of Death or Disability of the Designated Assessor, only compensation for work performed and completed shall be made.

4. Identification of additional Costs

The following items are considered additional costs outside of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office:

- Setting up Tax Database for Tax Collection
- Printing or mailing of Tax Bills
- Printing or mailing of Assessment Change Notices, or Personal Property forms
- Appraisal work for Full Tribunal Appeals
- Expert Testimony

These additional costs shall be the responsibility of the Assessing District.

5. Contractor Relationship

All services provided by the Designated Assessor while under contract with the Assessing District will be further agreed to by contract with the Designated Assessor's company V&V Assessing LLC. V&V Assessing LLC will provide for general liability, workers' comp, professional errors and omissions insurance upon a mutually agreed amount indemnifying the Assessing District. The Designated Assessor is an employee of V&V Assessing LLC and any and all resources of V&V Assessing LLC provided to the Assessing District under this agreement would be further specified by contract subject to the fees and terms specified above.

6. Current V&V Assessing LLC Clients

The need to invoke the Designated Assessor is only necessary if an Assessing District is in substantial non-compliance with AMAR and a corrective action plan is not accepted or approved upon a follow up review. Should these events somehow occur with an existing client of V&V Assessing LLC, at the time of the execution of this agreement, V&V Assessing LLC would waive all costs associated with this agreement.

MISCELLANEOUS

1. Petition to State Tax Commission

Upon the execution of this Interlocal Agreement, the County shall petition the State Tax Commission to approve Edward K. VanderVries MMAO as the County Designated Assessor. The individual shall serve as the County Designated Assessor upon approval of the State Tax Commission. If the State Tax Commission rejects the County's petition, then the parties agree to enter into additional Interlocal agreements under MCL 211.10g(4)(a) until a suitable assessor is presented.

2. Nondiscrimination

The Parties shall adhere to all Federal, State, and local laws, ordinances and regulations prohibiting discrimination in the performance of this Interlocal Agreement. The Parties shall not discriminate against a person to be served or applicant for employment because of race, color, religion, national origin, age, sex, disability that is unrelated to an individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this section shall be regarded as a material breach of this interlocal agreement.

This interlocal agreement shall become effective upon the execution hereof by the parties hereto.
Addendum 1

L-4411 2020 DATE 10/1/2020
LIVINGSTON COUNTY BOARD OF COMMISSIONERS PAGE 1 OF 9
REPORT OF TOTAL REAL AND PERSONAL PROPERTY VALUATIONS
(as prepared by the)
LIVINGSTON COUNTY EQUALIZATION DEPARTMENT

ASSESSMENT JURISDICTION	REAL PROP. VALUATIONS		PERS. PROP. VALUATIONS		COMB'D PROP. VALUATIONS	
	← ASSESSED →	← EQUALIZED →	← ASSESSED →	← EQUALIZED →	← ASSESSED →	← EQUALIZED →
TOWNSHIPS:						
CONWAY	175,762,410	175,762,410	4,842,320	4,842,320	180,604,730	180,604,730
COHOCTAH	181,186,200	181,186,200	7,149,300	7,149,300	188,335,500	188,335,500
DEERFIELD	275,509,100	275,509,100	9,514,500	9,514,500	285,023,600	285,023,600
TYRONE	642,426,300	642,426,300	51,239,700	51,239,700	693,666,000	693,666,000
HANDY	378,454,180	378,454,180	26,329,480	26,329,480	404,783,670	404,783,670
HOWELL	448,724,800	448,724,800	59,027,400	59,027,400	498,752,000	498,752,000
OCEOLA	761,041,800	761,041,800	47,515,100	47,515,100	808,556,900	808,556,900
HARTLAND	909,677,300	909,677,300	42,632,000	42,632,000	952,309,300	952,309,300
IOSCO	196,546,800	196,546,800	28,322,020	28,322,020	224,868,820	224,868,820
MARION	661,556,100	661,556,100	32,492,800	32,492,800	694,048,700	694,048,700
GENOA	1,492,009,968	1,492,009,968	64,617,600	64,617,600	1,556,627,568	1,556,627,568
BRIGHTON	1,380,078,500	1,380,078,500	37,578,500	37,578,500	1,397,657,000	1,397,657,000
UNADILLA	181,759,950	181,759,950	7,210,000	7,210,000	188,969,950	188,969,950
PUTNAM	472,422,590	472,422,590	31,875,350	31,875,350	504,297,940	504,297,940
HAMBURG	1,387,575,420	1,387,575,420	25,190,650	25,190,650	1,412,766,070	1,412,766,070
GREEN OAK	<u>1,341,824,300</u>	<u>1,341,824,300</u>	<u>55,092,900</u>	<u>55,092,900</u>	<u>1,396,917,200</u>	<u>1,396,917,200</u>
TOTAL TWPS:	10,866,555,318	10,866,555,318	521,629,430	521,629,430	11,388,184,748	11,388,184,748
CITIES:						
HOWELL	417,786,400	417,786,400	20,890,800	20,890,800	438,677,200	438,677,200
BRIGHTON	591,656,100	591,656,100	30,622,200	30,622,200	622,278,300	622,278,300
FENTON	0	0	0	0	0	0
TOTAL CITIES:	1,009,442,500	1,009,442,500	51,513,000	51,513,000	1,060,955,500	1,060,955,500
TOTAL COUNTY:	11,875,997,818	11,875,997,818	573,142,430	573,142,430	12,449,140,248	12,449,140,248

Addendum 2

L-4411

2020

DATE 10/1/2020

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

PAGE: 8 OF 9

REPORT OF PARCEL COUNT BY CLASS

(as prepared by the)

LIVINGSTON COUNTY EQUALIZATION DEPARTMENT

ASSESSMENT JURISDICTION	AGR	COM	IND	RES	DEV	EXE	TOTAL REAL	TOTAL PERS.	TOTAL REAL & PERS.
<u>TOWNSHIPS:</u>									
CONWAY	298	2	3	1,531	0	0	1,834	27	1,861
COHOCTAH	195	24	18	1,871	0	0	1,908	70	1,978
DEERFIELD	222	7	42	1,862	0	0	2,153	62	2,215
TYRONE	29	52	36	4,190	10	0	4,317	76	4,393
HANDY	200	224	75	3,027	0	0	3,528	332	3,858
HOWELL	106	155	73	3,280	0	0	3,614	368	3,982
OCEOLA	111	63	12	5,573	0	0	5,760	148	5,905
HARTLAND	81	252	26	5,437	10	0	5,808	385	6,171
IOSCO	250	7	4	1,789	0	0	2,050	48	2,098
MARION	93	48	11	5,225	0	0	5,377	140	5,517
GENOA	50	378	84	7,878	0	0	8,190	753	8,943
BRIGHTON	1	437	52	7,737	0	0	8,227	808	9,133
UNADILLA	144	41	4	1,854	0	0	2,143	81	2,224
PUTNAM	74	134	18	3,788	0	0	4,014	220	4,234
HAMBURG	9	132	27	10,062	0	0	10,230	255	10,485
GREEN OAK	<u>8</u>	<u>253</u>	<u>144</u>	<u>7,557</u>	<u>0</u>	<u>0</u>	<u>7,982</u>	<u>715</u>	<u>8,677</u>
TOTAL TWP:	1,971	2,209	629	72,381	20	0	77,110	4,562	81,672
<u>CITIES:</u>									
HOWELL	0	384	31	2,693	0	0	3,088	513	3,601
BRIGHTON	0	293	54	3,023	0	130	3,500	818	4,318
FENTON	0	0	0	0	0	1	<u>1</u>	0	<u>1</u>
TOTAL CITIES:	0	657	85	5,716	0	131	6,599	1,331	7,920
COUNTY TOTAL:	1,871	2,866	714	78,097	20	131	83,699	5,893	89,592

Addendum 3

Current State Equalized Values in the County by class, including special act values. Total number of parcels in the County by classification including special act roll within each Assessing District.

(A.)Real Property, SEV, as of 2020 March BOR:

<u>Property Class</u>	<u>SEV</u>	<u>Number of Parcels</u>
Property Class	SEV	Number of Parcels
Agricultural Real	\$264,144,350	1,871 Parcels
Commercial Real	\$1,222,573,290	2,866 Parcels
Industrial Real	\$338,197,690	714 Parcels
Residential Real	\$10,042,217,988	78,089 Parcels
Timber-Cutover	\$0	0 Parcels
Developmental	\$8,864,500	20 Parcels

(B.)Personal Property, as of 2020 March BOR

<u>Property Class</u>	<u>SEV</u>	<u>Number of Parcels</u>
Agricultural Personal	\$0	0 Parcels
Commercial Personal	\$137,133,365	5452 Parcels
Industrial Personal	\$39,391,730	272 Parcels
Residential Personal	\$0	0 Parcels
Utility Personal	\$396,617,335	169 Parcels

(C.)Equivalent State Equalized Value of Special Acts as of 2020 March BOR

Industrial Facilities Exemptions
Exemptions (Act 198 of 1974) \$38,829,120

List of unique, complex or high value properties within the County:

General Motors Proving Grounds, Brighton Township
Thai Summit, Howell City

SIGNATURES

LIVINGSTON COUNTY BOARD CHAIR:

Charles Muffolo

11-12-2020
Date

ASSESSING DISTRICT REPRESENTATIVES:

CONWAY TOWNSHIP

CONWAY TOWNSHIP REPRESENTATIVE

Date

COHOCTAH TOWNSHIP

COHOCTAH TOWNSHIP REPRESENTATIVE

Date

DEERFIELD TOWNSHIP

DEERFIELD TOWNSHIP REPRESENTATIVE

Date

TYRONE TOWNSHIP

TYRONE TOWNSHIP REPRESENTATIVE

Date

HANDY TOWNSHIP

HANDY TOWNSHIP REPRESENTATIVE

Date

HOWELL TOWNSHIP

HOWELL TOWNSHIP REPRESENTATIVE

Date

OCEOLA TOWNSHIP

OCEOLA TOWNSHIP REPRESENTATIVE

Date

HARTLAND TOWNSHIP

HARTLAND TOWNSHIP REPRESENTATIVE

Date

IOSCO TOWNSHIP

IOSCO TOWNSHIP REPRESENTATIVE

Date

MARION TOWNSHIP

MARION TOWNSHIP REPRESENTATIVE

Date

GENOA TOWNSHIP

GENOA TOWNSHIP REPRESENTATIVE

Date

BRIGHTON TOWNSHIP

BRIGHTON TOWNSHIP REPRESENTATIVE

Date

UNADILLA TOWNSHIP

UNADILLA TOWNSHIP REPRESENTATIVE

Date

PUTNAM TOWNSHIP

PUTNAM TOWNSHIP REPRESENTATIVE

Date

HAMBURG TOWNSHIP

HAMBURG TOWNSHIP REPRESENTATIVE

Date

GREEN OAK TOWNSHIP

GREEN OAK TOWNSHIP REPRESENTATIVE

Date

HOWELL CITY

HOWELL CITY REPRESENTATIVE

Date

BRIGHTON CITY

BRIGHTON CITY REPRESENTATIVE

Date

FENTON CITY

FENTON CITY REPRESENTATIVE

Date

DESIGNATED COUNTY ASSESSOR

EDWARD K. VANDERVRIES, MMAO

Date

AGENDA ITEM

8B

**HOWELL TOWNSHIP
SEWER/WATER CONNECTION**

SEWER – sewer treatment plant connection

1. **\$5,000.00** payable to Howell Township for System Equity Fee
2. Plumbing Permit - at Livingston County Building Department
3. Contractor (expense to homeowner):
Contractor must call Howell Township, 517-546-2817 Ext. 102 before opening trench for lead, failure to do so relieves Howell Township from any liability that may be incurred due to incorrectly locating trench.
 - a. To bring sewer line from structure to sewer lead at the road, and
 - b. To retrofit structure from septic to sewer if necessary.
4. Abandon septic system on existing structures, contact Health Department for details 517-546-9850.

WATER – water treatment plant connection

1. **\$5,000.00 – if you have been assessed.**
\$8,500.00 – if you have NOT been assessed.
(**\$5,000.00** Payable to Howell Township for System Equity Fee and **\$3,500.00** payable to MHOG.)
2. Water Meter check to MHOG paid at Howell Township:
 - a. Existing structure **\$574.00**
 - b. New structure **\$574.00 + \$50.00 new user fee = \$624.00**
 - c. Purchase 1” irrigation meter without PVB (back flow preventer)
3. Plumbing permit – at Livingston County Building Department
4. Contractor (expense to homeowner):
 - a. To bring water line from structure to water lead at the road, and
 - b. To retrofit structure from well to public water if necessary.
 - c. Contact MHOG to schedule for meter to be set – 800-881-4109
MHOG requires back flow prevention certification when installing the meter.
5. Contact Health Department for details on existing well detachment 517-546-9850.

At this time it is not mandatory to hook up to sewer and/or water. If one of the systems fails it is mandatory to hook up to that system.

****Sewer and Water District #8 had some opted in and opted out properties: opted out did not have the special assessment spread over twenty years. Again, it is mandatory to hook up to sewer and/or water in this district if one of the systems fails, even if property opted out. Please contact the Deputy Treasurer, 517-546-2817 Ext. 102 or office@howelltownshipmi.org for questions and the total amount that would be due prior to connection.**

Connection fee change – 1-1-2020

AGENDA ITEM

8C

**Howell Township COVID-19
Preparedness and Response Plan**

December 1, 2020

Introduction

The novel coronavirus (“COVID-19”) pandemic is a respiratory infection that has spread throughout the United States, including Michigan, bringing thousands of deaths, resulting in tens of thousands of confirmed cases, and deeply disrupting this state’s economy, homes, educational, civic, social, and religious institutions.¹ At this time, there is no known vaccine to treat COVID-19 and Executive Orders issued by the Governor require governmental agencies that remain open for in-person work to develop a COVID-19 preparedness and response plan consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (“OSHA”).²

The Department of Labor (“DOL”) and OSHA have stated that it is important to plan now for potential COVID-19 outbreaks in order to reduce the impact of these outbreaks at the workplace. Pursuant to Executive Order 2020-97 and MDHHS Emergency Order under MCL 333.2253, the Howell Township Board (“Township”) has adopted this Preparedness and Response Plan (“Plan”) to promote the health, safety and general welfare of its employees and public offices in order to reduce the impact of COVID-19 infections at the workplace.

This Plan designates Treasurer Jonathan Hohenstein as the Township’s Workplace Coordinator to oversee and implement the policies of this Plan. Deputy Treasurer Carol Makushik is designated as back-up Workplace Coordinator in the event that the Workplace Coordinator is absent, sick or otherwise unavailable to oversee and implement the policies of this Plan. Supervisor Mike Coddington may appoint such others as Workplace Coordinator as needed.

1. Symptoms of COVID-19:

Employees of the Township should familiarize themselves with the symptoms for COVID-19 for self-monitoring purposes. Any employee experiencing COVID-19 symptoms should immediately inform the Workplace Coordinator and go home. The Centers for Disease Control and Prevention (“CDC”) describes symptoms for COVID-19 to include:

¹ EO 2020-97.

² EO 2020-97. See paragraph 1(a).

- Cough
- Shortness of breath or difficult breathing
- Fever
- Chills
- Muscle Pain
- Sore Throat
- New loss of taste or smell
- Congestion or runny nose
- Headache
- nausea, vomiting, or diarrhea³

³ <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

2. Preventative Measures

Working Remotely

All employees must work remotely to the extent that they can.

Daily screening for workers

Employees who are sick must stay home. Pursuant to Executive Order 2020-97, any employee or contractor entering the workplace is required to answer a questionnaire covering the symptoms and suspected or confirmed exposure to people with possible COVID-19 contact or infections.

The Workplace Coordinator shall ask or provide a questionnaire to every worker or contractor entering the Township work place the following questions:

1. Are you feeling sick?
2. Are you experiencing any COVID-19 symptoms?
3. In the past 72 hours did you have a fever?
4. Have you been exposed anyone who is a suspected case or confirmed case of COVID-19?

Any employee or contractor entering the Township work place who answers “yes” to any of these questions shall be sent home and may not return to work until the provisions of Section 4, “Sick Employees Returning to Work” are satisfied.

Self-Monitoring

Employees must monitor themselves and self-report if they are exposed to COVID-19 and/or are experiencing any symptoms. Employees experiencing COVID-19 symptoms shall leave work immediately. Employees shall immediately disclose to the Workplace Coordinator if s/he was exposed to COVID-19. Any employee who knowingly comes in contact with COVID-19 or is experiencing COVID-19 symptoms must inform his/her employer immediately.

Social Distancing

Employees shall comply with social distancing standards defined by the Centers for Disease Control and Prevention (“CDC”). The CDC defines “social distancing” to mean keeping space between yourself and other people outside your home.⁴ Employees are required to stay at least **six (6)** feet away from other people and shall not gather in groups where social distancing standards cannot be satisfied. Ground markings, signs, and barriers will be installed to direct and

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

remind employees as appropriate.

Increased Facility Cleaning and Disinfection

The spread of COVID-19 occurs most frequently between people who are in close proximity to each other (less than 6 feet).⁵ The Township shall provide and ensure sufficient hand cleaners, disinfecting supplies and sanitizers. Employees are required to clean and disinfect their workspaces daily. Employees shall clean their work spaces with soap and water if disinfectant cleaners are not available.

In the event of a positive COVID-19 case extra measures shall be taken to clean and disinfect the premises before employees are allowed to return, including disinfection of every surface, especially public area and those surrounding the workspace of the infected employee.

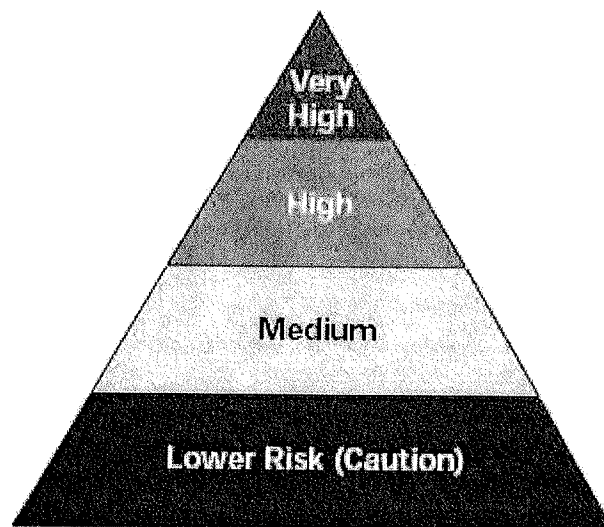
⁵ https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html

Proper Workplace Hygiene Etiquette

Employees must wash hands regularly with soap and water for at least 20 seconds and use alcohol-based hand sanitizers when available. Employees should not use co-workers' telephones, workspaces or other personal items unless sanitized. Employees must disinfect their workspaces daily.

Classifying Department Risks

The Township Board shall examine every department and employee's job description according to the worker exposure risk to COVID-19 pursuant to the Occupation Risk Pyramid developed by OSHA:



The Township will provide the appropriate Personal Protection Equipment to employees based on the individual occupational risk.

Personal Protection Equipment (“PPE”)

Employees are encouraged to wear PPE to prevent exposure to contaminated surfaces. PPE includes gloves, protective eyewear, face shields, masks and respirators. PPE will be provided to workers who are at greater risk to exposure. Executive Order 2020-97 states that employees are required to wear masks where the work environment is such that they cannot consistently maintain six (6) feet of separation from other people.

Travel

All employee travel shall be restricted unless that travel is essential to the conducting of Township business. The Township encourages all employees to use PPE while on public transportation while traveling to and from the Township office.

3. Suspected or Confirmed COVID-19 Cases.

“Suspected COVID-19 Case” means an employee who experiences COVID-19 symptoms or was exposed to COVID-19.

- An employee who experiences COVID-19 symptoms or has been exposed to an infected person shall immediately notify the Workplace Coordinator.
- The infected employee’s name shall remain confidential and the Workplace Coordinator shall inform all employees or workers who came in contact with the infected person that they might have been exposed to COVID-19.
- Employees who experience COVID-19 symptoms or become sick must go home immediately.
- The Workplace Coordinator shall ensure the infected employee’s workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.
- An employee who is a “Suspected of COVID-19 Case” may return to work once the provisions of Section 4 of this Plan are satisfied.

“Confirmed COVID-19 Cases” means an employee who has tested positive for COVID-19.

- Any employee who tests positive for COVID-19 shall inform the Workplace Coordinator immediately and must go home immediately. They shall not return until they are no longer infectious according to CDC guidelines.
- An employee who is a “Confirmed COVID-19 Case” shall immediately disclose the names of other employees or workers s/he came in contact with during the past 14 days to the Workplace Coordinator.
- The infected employee’s name shall remain confidential and the Workplace Coordinator shall inform all employees or workers who came in contact with the infected person that they might have been exposed to COVID-19. The Workplace Coordinator shall notify the public health department of the infection within 24 hours.
- The Workplace Coordinator shall ensure the infected employee’s workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.

- An employee who is a “Confirmed COVID-19 Case” may return to work once the provisions of Section 4 of this Plan are satisfied.

4. Sick Employees Returning to Work.

This Plan adopts recommendations from the CDC regarding when an employee may return to work if s/he is a suspected or confirmed case of COVID-19. The CDC has developed two acceptable strategies to help determine when an employee with a suspected or confirmed case of COVID-19 may return to work:⁶

1. *Symptom-based Strategy*: Employee will be excluded from work until: at least three (3) days or seventy-two (72 hours) have passed since the employee has recovered, defined by resolution of fever without the use of fever reducing medications and improvement in respiratory symptoms such as cough or shortness of breath; and, at least 10 days have passed since symptoms first appeared.⁷

Test-Based Strategy: Employee will be excluded from work until: resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms such as cough or shortness of breath; and a Negative result of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart.⁸

5. Office Criteria.

The Township office will assign entry and exit points for all employees and visitors and will use visual spacing markers to denote 6 feet of space for those waiting in line.

Face coverings shall be worn by everyone in public areas; so long as they can be medically tolerated.

- Social gatherings in public areas are prohibited.
- Signs regarding proper personal hygiene shall be posted.
- Employees shall be notified if the Township discovers any visitors have tested positive for COVID-19.
- No drinking fountain shall be used.
- External doors shall remain locked.

⁶ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

⁷ *Id.*

⁸ *Id.*

- Drop box use for payment receiving is mandatory.
- Internal customer visits (including contractors) must participate in answering health questions and signing in through an employee designated entrance.
- If appointments are made or deemed necessary, confirm health status with customer/client ahead of time. Use of face masks and hand sanitizer is required when meeting with the public.

6. Outdoor Workers

The following precautions shall apply to all employees working outside of the Township office:

- All gatherings where social distance measures of 6 feet cannot be observed are prohibited.
- In person interaction between employees and the public must be limited, and are not allowed when social distancing cannot be observed.
- Township provided PPE will be used by all employees, such as gloves, goggles, and face coverings appropriate for the activity being performed.
- Tools and equipment shall be thoroughly disinfected after each use and daily/routine cleaning of company vehicle is required
- No on-site visits to customers without first determining health concerns within the customer's household.
- Each person is to travel to job sites/task individually in their own vehicle.

7. Families First Coronavirus Response Act (“FFCRA”): Employee Paid Leave Rights.

The FFCRA requires the Township to provide employees with paid sick leave or expanded family and medical leave for certain reasons related to COVID-19.⁹ Employees are entitled to the following benefits provided by the FFCRA:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee’s regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee’s regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and*
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee’s regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.”¹⁰*

An employee may choose to substitute any accrued vacation leave, personal leave or medical/sick leave for the first two weeks of partial paid leave.¹¹ Although notice of leave is not required, employees are encouraged to inform the Workplace Coordinator if leave is foreseeable.

⁹ <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

¹⁰ *Id.*

¹¹ *Id.* See also, FFCRA, Section 110. Public Health Emergency Leave, sub-section (b)(1)(B).

A. Qualified Reasons for Leave.

The FFCRA provides the following qualifying reasons for leave:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.¹²

B. Duration of Leave.

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.¹³

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.¹⁴

¹² <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave#>; see also, FFCRA Section 5102(a)-(6).

¹³ *Id.* See also, FFCRA Section 5102(b) Duration of Sick Paid Sick Time, sub-paragraphs (2)(A) and (B).

¹⁴ *Id.*

C. Calculation of Pay.

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).²¹

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).²²

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period).²³

²¹ *Id.*

²² *Id.*

²³ *Id.*



COVID-19 Preparedness & Response Plan

For Lower and Medium Exposure Risk Employers ONLY

☑ General

The following COVID-19 preparedness & response plan has been established for Howell Township in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. The Howell Township Board has read these emergency rules carefully, developed the safeguards appropriate to Howell Township based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

Howell Township has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) is Jonathan Hohenstein. The supervisor will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to our employees and their representatives. The plan will be made available via hard copy.

☑ Exposure Determination

Howell Township has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2.

Howell Township has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs**. These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.

- **Medium Exposure Risk Jobs**. These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

The Howell Township Board has verified that Howell Township has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

Howell Township has categorized its jobs as follows:

NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (Ex. No Public Contact, Public Contact)
Assessor	Lower	No Public Contact
Clerk	Lower	No Public Contact
Deputy Clerk	Lower	No Public Contact
Supervisor	Lower	No Public Contact
Treasurer	Lower	No Public Contact
Deputy Treasurer	Lower	No Public Contact
Zoning Administrator	Medium	Minimal Public Contact

☑ Engineering Controls

Howell Township has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

The Howell Township Board will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Job/Task	Engineering Control
Separate office from public	Installed glass barrier at counter

☑ Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize

or eliminate employee exposure to the hazard. The Howell Township Board will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for Howell Township:

(Choose the controls below that are feasible for your workplace. Delete the controls that are not feasible or applicable. Add additional rows for other feasible administrative controls that will be implemented. In the first column, indicate which jobs or tasks will use each administrative control.)

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	Maintain at least six feet from everyone on the worksite.
	Promote remote work (telecommuting) to the fullest extent possible.
	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time.
	Restrict business-related travel for employees to essential travel only.
	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
	Restrict the number of customers in the establishment at any given time.
	Minimize the sharing of tools, equipment, and items.
	Provide employees with non-medical grade face coverings (cloth face coverings).
	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
	Require employees and the public to wear cloth face coverings.
	Keep employees informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again.

	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
	Maintain flexible policies that permit employees to stay home to care for a sick family member.

Hand Hygiene

Howell Township Board will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, Howell Township shall provide employees with antiseptic hand sanitizers or towelettes. Howell Township will provide time for employees to wash hands frequently and to use hand sanitizer.

Howell Township shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

Disinfection of Environmental Surfaces

Howell Township will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Howell Township will make cleaning supplies available to employees upon entry and at the worksite.

Worksite Supervisor will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be

determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, Howell Township will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Counter	Spray	Daily
Door Handles	Spray	Daily

Howell Township will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. Worksite Supervisor will be responsible for seeing that this protocol is followed.

☑ **Personal Protective Equipment (PPE)**

Howell Township will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.

- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Howell Township will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). Howell Township will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. Howell Township will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

Job/Task	PPE
All Employees	Cloth face coverings have been provided; disposable are available.

Health Surveillance

Howell Township will conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening. Worksite supervisor will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, Howell Township will have employees self-screen for COVID-19. Howell Township will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. When obtainable, a no-touch thermometer will be used for temperature screening of employees. Howell Township will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to the Worksite Supervisor before and during the work shift. Howell Township has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

Contact Jonathan Hohenstein or the current Worksite Supervisor to discuss symptoms or test results.

Howell Township will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Howell Township will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, the Worksite supervisor will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, Howell Township will not reveal the name or identity of the confirmed case.

Howell Township will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

☑ Training

Worksite supervisor shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Howell Township will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

Worksite Supervisor shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

☑ Recordkeeping

Howell Township will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.

- Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.

- When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Worksite Supervisor will ensure that the records are kept.

FREE onsite consultation service for employers

To help employers better understand and voluntarily comply with the MIOSHA Act, free Onsite Consultation programs are available to help small employers identify and correct potential safety and health hazards.

Michigan Occupational Safety and Health Administration
Consultation Education and Training Division
530 W. Allegan Street, P.O. Box 30643
Lansing, Michigan 48909-8143

For further information or to request consultation, education and training services call 517-284-7720 or visit our website at www.michigan.gov/miosha.

(MIOSHA/CET-5700 -- Revised 10/23/20)

Name: _____

Date: _____

Are you feeling sick?

Yes No

Are you experiencing any COVID-19 symptoms such as:

- Cough
- Fever
- Shortness of breath or difficulty breathing
- Chills
- Muscle Pain
- Sore Throat
- New loss of taste or smell
- Congestion or runny nose
- Headache
- Nausea, Vomiting, or Diarrhea

Yes No

In the past 72 hours did you have a fever?

Yes No

Have you been exposed to anyone who is a suspected or confirmed case of COVID-19?

Yes No



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ROBERT GORDON
DIRECTOR

November 15, 2020

Emergency Order under MCL 333.2253 – Gatherings and Face Mask Order

Michigan law imposes on the Michigan Department of Health and Human Services (MDHHS) a duty to continually and diligently endeavor to “prevent disease, prolong life, and promote public health,” and gives the Department “general supervision of the interests of health and life of people of this state.” MCL 333.2221. MDHHS may “[e]xercise authority and promulgate rules to safeguard properly the public health; to prevent the spread of diseases and the existence of sources of contamination; and to implement and carry out the powers and duties vested by law in the department.” MCL 333.2226(d).

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine for this disease. COVID-19 spreads through close human contact, even from individuals who may be asymptomatic.

In recognition of the severe, widespread harm caused by epidemics, the Legislature has granted MDHHS specific authority, dating back a century, to address threats to the public health like those posed by COVID-19. MCL 333.2253(1) provides that “[i]f the director determines that control of an epidemic is necessary to protect the public health, the director by emergency order may prohibit the gathering of people for any purpose and may establish procedures to be followed during the epidemic to insure continuation of essential public health services and enforcement of health laws. Emergency procedures shall not be limited to this code.” See also *In re Certified Questions*, Docket No. 161492 (Viviano, J., concurring in part and dissenting in part, at 20) (“[T]he 1919 law passed in the wake of the influenza epidemic and Governor Sleeper’s actions is still the law, albeit in slightly modified form.”); *id.* (McCormack, C.J., dissenting, at 12). Enforcing Michigan’s health laws, including preventing disease, prolonging life, and promoting public health, requires limitations on gatherings and the establishment of procedures to control the spread of COVID-19. This includes limiting the number, location, size, and type of gatherings, and requiring the use of mitigation measures at gatherings as a condition of hosting such gatherings.

On March 10, 2020, MDHHS identified the first two presumptive-positive cases of COVID-19 in Michigan. As of November 13, 2020, Michigan had seen 244,741 confirmed cases and 7,929 confirmed deaths attributable to COVID-19. Michigan was one of the states most heavily impacted by COVID-19 early in the pandemic, with new cases peaking at nearly 2,000 per day in late March. Strict preventative measures and the cooperation of Michiganders drove daily case numbers dramatically down to less than 200 confirmed cases in mid-June, greatly reducing the loss of life. Since October, Michigan has seen an exponential growth in cases. Daily new cases are now over 6,000 which is three times higher than what was seen in the spring.

The State of Michigan presently has a seven-day average of 512 cases per million people, which is five times higher than the case rate on October 1. Test positivity has increased from 3.2% in early October to 12% on November 13. And while testing has increased 78% since October 1, test positivity has increased 225% during that same time frame, indicating COVID-19 spread is happening much more quickly than tests being administered. All regions in Michigan are now at the highest risk level, with seven-day averages in excess of 150 cases per million residents. Rising cases creates significant pressure on our

emergency and hospital systems. Complaints of coronavirus-like illness in emergency departments increased for the ninth week in a row for the state. Hospitalizations for COVID-19 have doubled in less than two weeks, and there are now over 4.5 times the hospitalizations recorded on October 1. An average of 363 daily hospital admissions were seen in Michigan in the last week, and with individuals under 60 years old accounting for nearly half of all new hospital admissions. With over 3,000 Michiganders hospitalized for COVID-19, 15% of all available inpatient beds are now occupied by patients who have COVID-19, the highest number since mid-April. The state death rate is 5 deaths per million people and continues to increase. The current death rate is four times higher than it was in early October. There are more than 300 weekly deaths in Michigan and nearly every region has more than 20 weekly deaths. Due to delays between exposure, onset of symptoms, and hospitalization, the sharp rise in new infections suggests that the state is entering the most challenging phase of the pandemic thus far.

To protect vulnerable individuals, ensure the health care system can provide care for all health issues, and prevent spread in schools during the influenza season, we must reduce the spread of COVID-19. This necessitates use of more forceful mitigation techniques to reduce the spread of the virus. As such, it is necessary to issue orders under the Public Health Code addressing these topics.

Considering the above, and upon the advice of scientific and medical experts, I have concluded pursuant to MCL 333.2253 that the COVID-19 pandemic continues to constitute an epidemic in Michigan. I have also, subject to the grant of authority in 2020 PA 238 (signed into law on October 22, 2020), herein defined the symptoms of COVID-19 based on the latest epidemiological evidence. I further conclude that control of the epidemic is necessary to protect the public health and that it is necessary to restrict gatherings and establish procedures to be followed during the epidemic to ensure the continuation of essential public health services and enforcement of health laws. As provided in MCL 333.2253, these emergency procedures are not limited to the Public Health Code.

I therefore order that:

1. **Definitions.**

- (a) "Child-care organization" means that term as defined by section 1(b) of the Child Care Organizations Act, 1973 PA 116, as amended, MCL 722.111(b)) and day, residential, travel, and troop camps for children (as defined by Rule 400.11101(1)(q) of the Michigan Administrative Code).
- (b) "Face mask" means a tightly woven cloth or other multi-layer absorbent material that closely covers an individual's mouth and nose.
- (c) "Food service establishment" means that term as defined in section 1107(t) of the Food Law, 2000 PA 92, as amended, MCL 289.1107(t).
- (d) "Employee" means that term as defined in section 2 of the Improved Workforce Opportunity Wage Act, 2018 PA 337, as amended, MCL 408.932, and also includes independent contractors.
- (e) "Gathering" means any occurrence, either indoor or outdoor, where two or more persons from more than one household are present in a shared space.
- (f) "Household" means a group of persons living together in a shared dwelling with common kitchen or bathroom facilities. In dwellings with shared kitchen or bathroom facilities occupied by 20 or more unrelated persons, households are defined by individuals who share a bedroom.
- (g) "Organized sports" means competitive athletic activity requiring skill or physical prowess and organized by a sports organizer.

- (h) "Sports Organizer" means an institution, association, or other organization that sets and enforces rules to ensure the physical health and safety of all participants for an organized sport.
- (i) "Exercise facility" means a location in which individuals participate in individual or group physical activity, including gymnasiums, fitness centers, and exercise studios.
- (j) "Symptoms of COVID-19" means at least 1 of fever, uncontrolled cough, or atypical new onset of shortness of breath, or at least 2 of the following not explained by a known physical condition: loss of taste or smell, muscle aches, sore throat, severe headache, diarrhea, vomiting, or abdominal pain. Per section 1(h) of 2020 PA 238, this definition represents the latest medical guidance, and serves as the controlling definition.

2. General capacity limitations at gatherings.

(a) Indoor gatherings:

- (1) Are prohibited at residential venues, except where no more than 10 persons from no more than 2 households are gathered. Such gatherings should be held consistent with guidance issued by the Department of Health and Human Services for such gatherings;
- (2) Are prohibited at non-residential venues.

(b) Outdoor gatherings are permitted only as follows:

- (1) At residential venues, 25 or fewer persons are gathered, comprised of no more than 3 households;
- (2) At non-residential venues:
 - (A) 25 or fewer persons are gathered at a venue without fixed seating, and attendance is limited to 20 persons per 1,000 square feet, including within any distinct area within the event space;
 - (B) 25 or fewer persons are gathered at a venue with fixed seating, and attendance is limited to 20% of seating capacity of the venue.

(c) The limitations to gatherings in sections 2(a) and 2(b) do not apply to:

- (1) Incidental, temporary gatherings of persons in a shared space, such as frequently occur in an airport, bus station, exercise facility, food service establishment, shopping mall, or public pool, except as prohibited in section 3;
- (2) Gatherings between an employee and a customer for the purpose of receiving services;
- (3) Workplace gatherings that occur consistent with the Emergency Rules issued by MIOSHA on October 14, 2020;
- (4) Voting or official election-related activities;
- (5) Training of law enforcement, correctional, medical, or first responder personnel, insofar as those activities cannot be conducted remotely;

- (6) Education and support services at public, nonpublic, and boarding schools serving students in prekindergarten through grade 8;
 - (7) Children in a child-care organization or camp setting;
 - (8) Persons traveling on a school bus or other public transit;
 - (9) Gatherings for the purpose of medical treatment, including mental health and substance use disorder support services;
 - (10) Gatherings of up to 25 persons for the purpose of a funeral;
 - (11) Residential care facilities, which are subject to the October 21 epidemic order entitled "Requirements for Residential Facilities," or any replacement of that order.
- (d) As a condition of hosting a gathering under this order, organizers and venues must design the gathering to encourage and maintain physical distancing, and must ensure that persons not part of the same household maintain 6 feet of distance from one another to the extent possible.

3. Gathering restrictions for particular types of facilities.

- (a) Gatherings, are prohibited in the following settings:
 - (1) Entertainment venues, including: auditoriums; arenas; banquet halls; cinemas; conference centers; concert halls; performance venues; sporting venues; stadiums; and theaters;
 - (2) Recreational facilities and places of public amusement, including: amusement parks; arcades; bingo halls; bowling alleys; casinos; night clubs; skating rinks; strip clubs; water parks; and trampoline parks;
- (b) Gatherings are permitted at food service establishments under the following conditions:
 - (1) Persons are not gathered indoors except in custodial settings, medical facilities, school and university cafeterias, shelters, and soup kitchens. If attendees are seated at tables, persons must be 6 feet apart, or members of a household may share a table and tables must be spaced a minimum of 6 feet apart;
 - (2) Persons participating in outdoor dining are seated no more than 6 to a table and tables are spaced a minimum of 6 feet apart.
- (c) Nothing in this section shall be construed to prohibit the use of these facilities for public health or other emergency purposes.

4. Gathering restrictions for facilities. In addition to the gathering limitations set forth elsewhere in this order, the following limitations apply to gatherings in the following facilities:

- (a) A gathering at a retail store, library, or museum must not exceed 30% of total occupancy limits established by the State Fire Marshal or a local fire marshal. Nevertheless, a retail store, library, or museum may permit one customer at a time to enter if strict adherence to the 30% total occupancy limit would otherwise result in closure.

- (1) Retail stores must establish lines to regulate entry and checkout, with markings for patrons to enable them to stand at least six feet apart from one another while waiting.
- (b) At exercise facilities:
 - (1) Gatherings must not exceed 25% of the total occupancy limits established by the State Fire Marshal or a local fire marshal; and
 - (2) There must be at least 12 feet of distance between each occupied workout station;
 - (3) Gatherings for group fitness activities or classes are prohibited.
- (c) Gatherings in waiting rooms at outpatient health-care facilities, veterinary clinics, and other businesses are prohibited unless the facility implements a system to ensure that persons not of the same household maintain 6 feet of distance. To the extent possible, this system must include a policy that patients wait in their cars for their appointments to be called.
- (d) A gathering at an indoor or outdoor pool not otherwise prohibited by this order must not exceed 25% of bather capacity limits described in Rule 325.2193 of the Michigan Administrative Code.
- (e) In facilities offering non-essential personal care services, including hair, nail, tanning, massage, traditional spa, tattoo, body art, and piercing services, and similar personal care services, gatherings are only permitted to the extent that services do not involve the removal of face masks. All services must be provided by appointment, and gatherings in waiting areas are prohibited.

5. Schools, colleges, and universities.

- (a) Gatherings at public, nonpublic, and boarding schools for the purpose of conducting in-person instruction, sports, and extracurricular activities serving pupils in grades 9 through 12 are prohibited, except for in-person instruction of pupils who are English Language Learners or participants in special education services;
- (b) Gatherings at public, nonpublic, and boarding schools for the purpose of conducting in-person instruction of pupils in prekindergarten through grade 8 are permitted, subject to local health department and school district decisions on remote learning. Gatherings for the purpose of sports and extracurricular activity are prohibited;
- (c) Gatherings at public, nonpublic, and boarding schools are permitted for the purpose of providing services to students in need, including food distribution, access to internet connectivity, physical and mental health care services, and child care;
- (d) Gatherings at colleges and universities are prohibited for the purpose of holding in-person classes, extracurricular events, or other events are prohibited, except as permitted in sections 2 and 6 of this order.

6. Organized sports gathering restrictions.

- (a) Gatherings for the purpose of organized sports are prohibited unless all participants, teams, and venues comply with the enhanced testing regimen specified in the Additional Mitigation Measures for Safer Athletic Practice and Play without the use of Face Coverings section of MDHHS guidance on Additional Measures for Safer Athletic Practice and Play.

Sports organizers complying with this section may host gatherings for the purpose of practice and competition notwithstanding the gathering prohibitions in sections 2 and 5(c).

(b) Sports organizers may not permit gatherings of spectators.

7. Face mask requirement at gatherings.

- (a) All persons participating in gatherings are required to wear a face mask.
- (b) As a condition of gathering for the purpose of transportation, transportation providers must require all staff and patrons to use face masks, and must enforce physical distancing among all patrons to the extent feasible.
- (c) Except as provided elsewhere in this order, a person responsible for a business, store, office, government office, school, organized event, or other operation, or an agent of such person, must prohibit gatherings of any kind unless the person requires individuals in such gatherings (including employees) to wear a face mask, and denies entry or service to all persons refusing to wear face masks while gathered.
- (d) A person responsible for a business, store, office, government office, school, organized event, or other operation, or an agent of such person, may not assume that someone who enters the facility without a face mask falls within one of the exceptions specified in section 8 of this order, including the exception for individuals who cannot medically tolerate a face mask. An individual's verbal representation that they are not wearing a face mask because they fall within a specified exception, however, may be accepted.
- (e) A person responsible for a child-care organization or camp, or an agent of such person, must not allow gatherings unless face masks are worn by all staff. Children must wear face masks as indicated below:
 - (1) All children 2 years and older when on a school bus or other transportation provided by the child-care organization or camp;
 - (2) All children 4 years and older when in indoor hallways and indoor common areas;
 - (3) All children 5 years and older when in classrooms, homes, cabins, or similar indoor settings.

8. Exceptions to face mask requirements. Although a face mask is strongly encouraged even for individuals not required to wear one (except for children under the age of 2), the requirement to wear a face mask in gatherings as required by this order does not apply to individuals who:

- (a) Are younger than 5 years old, outside of child-care organization setting (which are subject to requirements set out in section 7(e));
- (b) Cannot medically tolerate a face mask;
- (c) Are eating or drinking while seated at a food service establishment or at a private residence;
- (d) Are exercising outdoors and able to consistently maintain 6 feet of distance from others;
- (e) Are swimming;
- (f) Are receiving a medical service for which removal of the face mask is necessary;

- (g) Are asked to temporarily remove a face mask for identification purposes;
- (h) Are communicating with someone who is deaf, deafblind, or hard of hearing and whose ability to see the mouth is essential to communication;
- (i) Are actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, and where wearing a face mask would seriously interfere in the performance of their public safety responsibilities;
- (j) Are at a polling place for purposes of voting in an election;
- (k) Are engaging in a religious service; or
- (l) Are giving a speech for broadcast or to an audience, provided that the audience is at least 6 feet away from the speaker.

9. Contact tracing requirements for particular gatherings.

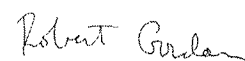
- (a) Gatherings are prohibited at the following facilities unless the facility maintains accurate records, including date and time of entry, names of patrons, and contact information, to aid with contact tracing, and denies entry for a gathering to any visitor who does not provide, at a minimum, their name and phone number:
 - (1) All businesses or operations that provide barbering, cosmetology services, body art services (including tattooing and body piercing), tanning services, massage services, or similar personal care services;
 - (2) Exercise facilities.
- (b) All businesses or operations that provide in-home services, including cleaners, repair persons, painters, and the like must not permit their employees to gather with clients unless the business maintains accurate appointment records, including date and time of service, name of client, and contact information, to aid with contact tracing.
- (c) Upon request, businesses, schools, and other facilities must provide names and phone numbers of individuals with possible COVID-19 exposure to MDHHS and local health departments to aid in contact tracing and case investigation efforts.
- (d) Data collected under this section:
 - (1) Must not be sold, or used for sales or marketing purposes without the express consent of each patron;
 - (2) Must be protected as confidential information to the fullest extent of the law;
 - (3) Must not be provided to law enforcement or immigration officials except upon receipt of a lawful subpoena from a court or other lawful court order;
 - (4) Must be retained for 28 days by the collecting organization, after which time the data must be destroyed. If facilities use existing data to fulfill this requirement, they may instead follow their own pre-existing data retention and destruction policies at the conclusion of the 28-day retention period.

10. Implementation.

- (a) Nothing in this order modifies, limits, or abridges protections provided by state or federal law for a person with a disability.
- (b) Under MCL 333.2235(1), local health departments are authorized to carry out and enforce the terms of this order.
- (c) Law enforcement officers, as defined in the Michigan Commission on Law Enforcement Standards Act, 1965 Public Act 203, MCL 28.602(f), are deemed to be “department representatives” for purposes of enforcing this order, and are specifically authorized to investigate potential violations of this order. They may coordinate as necessary with the appropriate regulatory entity and enforce this order within their jurisdiction.
- (d) Neither a place of religious worship nor its owner is subject to penalty under this order for allowing religious worship at such place. No individual is subject to penalty under this order for engaging in religious worship at a place of religious worship.
- (e) Consistent with MCL 333.2261, violation of this order is a misdemeanor punishable by imprisonment for not more than 6 months, or a fine of not more than \$200.00, or both.
- (f) Nothing in this order affects any prosecution or civil citation based on conduct that occurred before the effective date of this order.
- (g) Nothing in this order should be taken to interfere with or infringe on the powers of the legislative and judicial branches to perform their constitutional duties or exercise their authority, or protections guaranteed by the state or federal constitution under these emergency circumstances.
- (h) Consistent with any rule or emergency rule promulgated and adopted in a schedule of monetary civil penalties under MCL 333.2262(1) and applicable to this order, violations of this order are also punishable by a civil fine of up to \$1,000 for each violation or day that a violation continues.
- (i) If any provision of this order is found invalid by a court of competent jurisdiction, whether in whole or in part, such decision will not affect the validity of the remaining part of this order.
- (j) It is not a violation of this order for a person to enter a facility otherwise closed for gatherings if they are entering solely for the purpose of using restroom facilities.

This order takes effect on November 18, 2020 at 12:01 AM, at which time the October 29, 2020, order entitled Gatherings and Face Mask Order is rescinded. This order remains in effect through December 8, 2020 at 11:59 PM. Persons with suggestions and concerns are invited to submit their comments via email to COVID19@michigan.gov.

Date: November 15, 2020

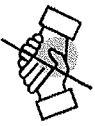


Robert Gordon, Director

Michigan Department of Health and Human Services

HOW A MASK WORKS

Research shows that masks can greatly reduce the chance of spreading COVID-19, especially when approximately 40% of those who have COVID-19 may be asymptomatic. We can only contain the virus and keep Michigan open if everyone stays careful and masks up when they leave home, whether they feel sick or not.



COVID-19 spreads mainly among people who are in close contact.



All of us have droplets in coughs and sneezes that can carry COVID-19 to others.



Coughs spray droplets at least 6 feet. Sneezes travel as far as 27 feet. Droplets also may spread when we talk or raise our voice.



These droplets can land on your face or in your mouth, eyes and nose.



When you wear a mask, it keeps more of your droplets with you.



A mask also adds an extra layer of protection between you and other people's droplets.

CHANGE OF TRANSMISSION

Highest

High

Medium

Low

Lowest

Practically None

ASYMPTOMATIC OR SICK



without mask



without mask



with mask



with mask

UNINFECTED



without mask



with mask



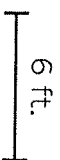
without mask



with mask



social distancing



social distancing



staying home



staying home

For other workplace safety guidelines and resources visit [Michigan.gov/COVIDworkplacesafety](https://www.michigan.gov/COVIDworkplacesafety) or contact MIOSHA using the new hotline at 855-SAFEC19 (855-723-3219)

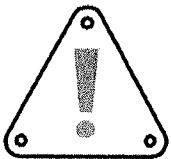


COVID-19

MIOSHA EMERGENCY RULES

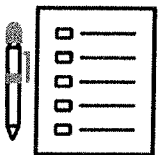
The rules implement workplace safeguards for all businesses and specific requirements for industries, including manufacturing, construction, retail, health care, sports and exercise facilities and restaurants and bars. These rules take effect on October 14, 2020 and shall remain in effect for six months.

EMPLOYER REQUIREMENTS



Establish Exposure Determination for Employees

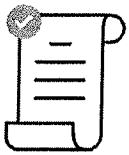
- The employer should evaluate routine and anticipated tasks to determine anticipated employee exposure to COVID-19.
- The employer should categorize jobs into the following risk categories:
 - **Lower exposure risk** – do not require contact with public or other workers.
 - **Medium exposure risk** – require frequent and/or close contact (ex. within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Workers in this category have contact with the general public and coworkers.
 - **High exposure risk** – high potential for exposure to known sources of COVID-19, these could include healthcare professionals, law enforcement, nursing home employees, medical transport or mortuary workers.
 - **Very high exposure risk** – high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem or laboratory procedures. Workers in this category include healthcare, dental and morgue workers performing aerosol-generating procedures.



Create a COVID-19 Preparedness and Response Plan

- The employer should develop and implement a written plan to prevent employee exposure to COVID-19.
- The plan should include exposure determination and detail the measures the employer will implement to reduce employee exposure, including any:
 - **Engineering controls** – barriers between the worker and exposure to the virus.
 - **Administrative controls** – policies, procedures and practices such as staggered work schedule, teleworking and increase social distancing measures.

- **Hand hygiene and environmental surface disinfection** – regularly clean and disinfect surfaces and equipment.
- **Personal protective equipment** – employees in frequent or prolonged close contact with known or suspected cases of COVID-19 must be provided with and wear, at a minimum, an N95 respirator.
- **Health surveillance** – screening protocols to identify known or suspected COVID-19 cases at the start of work shifts, employees should report any signs or symptoms of COVID-19.
- **Training** – employers should provide COVID-19 exposure prevention training to employees, including steps to report signs and symptoms of COVID-19.



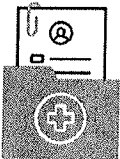
Establish Workplace Procedures

- Identify a workplace COVID-19 coordinator.
- Examine and update policies like telework.
- Mandate face coverings as required.
- Train employees on new procedures and policies.
- Employee health screening procedures – prior to work.



Workplace Procedures - Cleaning

- The employer should routinely clean and disinfect all areas such as offices, common areas, bathrooms, shared electronic equipment and frequently touched surfaces.
- If a sick employee is suspected or confirmed to have COVID-19, perform enhanced cleaning and disinfection of the workplace.



Workplace Procedures - Sick Employees

- Require employees to report when they receive a positive test or are experiencing symptoms of COVID-19.
- Require employees to self-isolate. Employees should notify supervisors and stay home. Do not allow employees to return until home isolation criteria is met (Follow CDC Guidance) and inform other employees of possible workplace exposure (ADA compliant – keep confidentiality).



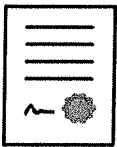
Employee Training

- Training should cover new policies and procedures like screening procedures, telework duties and employee reporting policy. Be sure to train on new controls like personal protective equipment (PPE) requirements and cleaning of workspace.



Industry-Specific Requirements

- An employer of a business, operation, or facility in the industry sectors named below shall comply with the requirements specific for its business, operation, or facility:
 - Casinos
 - Construction
 - Gyms and Fitness Centers
 - In-Home Services
 - Manufacturing
 - Meat and Processing
 - Offices
 - Outpatient Healthcare
 - Personal Care Services
 - Pre K-12 Schools
 - Research Laboratories
 - Restaurant and Bars
 - Retail
 - Sports and Entertainment Facilities



Additional Resources

- Guidelines for Employees
- Guidelines for employers

To read the complete Emergency Rules, visit Michigan.gov/COVIDWorkplaceSafety. For further information, call 855-SAFEC19 (855-723-3219). To report health and safety concerns in the workplace, go to Michigan.gov/MIOSHAcomplaint.



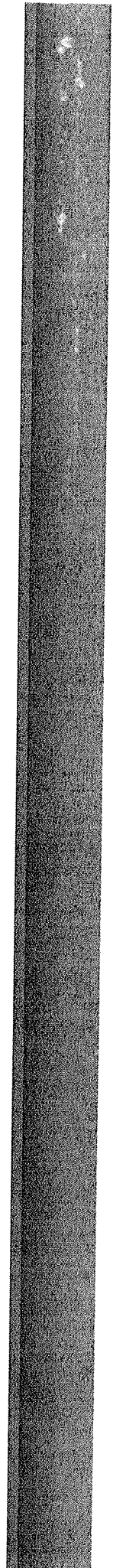
MICHIGAN DEPARTMENT OF
LABOR & ECONOMIC
OPPORTUNITY





COVID-19 Guide for Offices

SUMMARY OF MIOSHA EMERGENCY



Important Note

MDHHS has issued COVID-19 Public Health Order 2020-030 regarding face coverings. For more information on requirements about face coverings for the public, visit www.michigan.gov/covid19 for public health order limitations, and other public health concerns.

Please visit [Michigan.gov/Coronavirus](https://www.michigan.gov/covid19) for information on these public health orders.

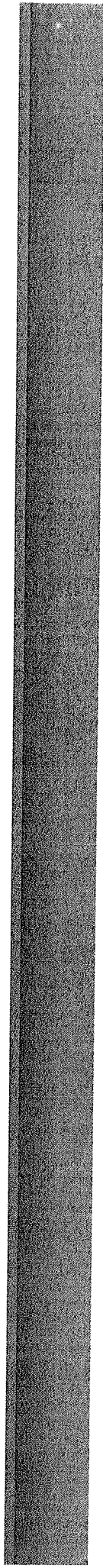
The requirements in this presentation are related to the Michigan Occupational Safety and Health (MIOSHA) Emergency Rules for COVID-19.

Overview

- Requirements for All Workplaces
 - Definitions
 - Exposure Determination
 - COVID-19 Preparedness & Response Plan
 - Basic Infection Control Measures
 - Health Surveillance
 - Workplace Controls
 - Person Protective Equipment
 - Employee Training
 - Recordkeeping
- “INDUSTRY” Requirements (or Resources)

MIOSHA Emergency Rules for COVID-19

REQUIRED
FOR ALL
WORKPLA



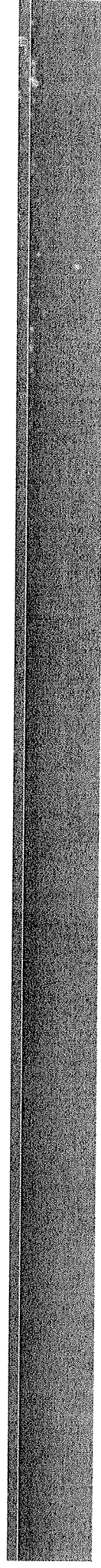
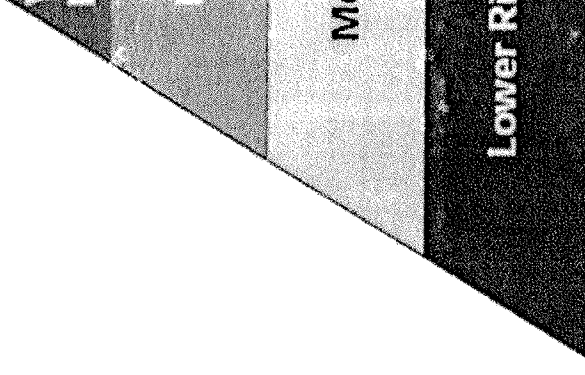
Definitions

- **Close Contact**: someone who was within 6ft of an infected person for at least 15 min starting from 2 days before illness onset (or for asymptomatic persons, 2 days prior to collection) until the time the person is isolated
- **COVID-19**: coronavirus disease 2019, a severe acute respiratory disease characterized by symptoms including fever, cough, fatigue, and shortness of breath which may progress to pneumonia, multi-organ failure, & death
- **Known Cases of COVID-19**: person who have been confirmed through diagnostic testing for COVID-19
- **SARS-CoV-2**: severe acute respiratory syndrome coronavirus 2, the virus which is the agent of COVID-19
- **Suspected Cases of COVID-19**: persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or person who have had close contact with a person who has been confirmed through diagnostic testing

Exposure Determination

- Evaluate routine & reasonably anticipated tasks/procedures to determine actual OR reasonably anticipated exposures to SARS-CoV-2
- Categorize tasks/procedures into the following risk categories:
 - Lower Exposure Risk
 - Medium Exposure Risk
 - High Exposure Risk
 - Very High Exposure Risk
- Use OSHA guidance for additional resources for exposure determination
 - [Guidance on Preparing Workplaces for COVID-19](#)
 - [COVID-19 Hazard Recognition](#)

**Occupation:
for C**



Exposure Determination

□ Exposure Risk Categories

- Lower Exposure Risk
 - Tasks do not require contact with people known or suspected of being infected with SARS-CoV-2
 - Tasks do not have frequent close contact with the public
 - Workers have minimal occupational contact with coworkers & the public
- Medium Exposure Risk
 - Tasks require frequent OR close contact with people who may be infected with SARS-CoV-2
NOT a known/suspected COVID-19 patient
 - In areas with ongoing community transmission, workers that have contact with the public (high-population-density work environments, high-volume retail settings)
 - In areas without ongoing community transmission, workers that have frequent contact with from areas with ongoing community transmission

Exposure Determination

□ Exposure Risk Categories (cont.)

■ High Exposure Risk

- Tasks with high potential for exposure to known or suspected sources of COVID-19
- Worker could include: licensed health care professionals, medical first responders, nursing employees, law enforcement, correctional officers, or mortuary workers

■ Very High Exposure Risk

- Tasks with high potential for exposure to known or suspected sources of COVID-19 during s medical, postmortem, or laboratory procedures
- Workers could include:
 - Healthcare workers (doctors, nurses, dentists, paramedics, EMTs) performing aerosol-generating procedures on kn COVID-19 patients
 - Healthcare or Laboratory workers collecting or handling specimens from known/suspected COVID-19 patients
 - Morgue workers performing autopsies on bodies of people who are known/suspected of having COVID-19 at the ti death

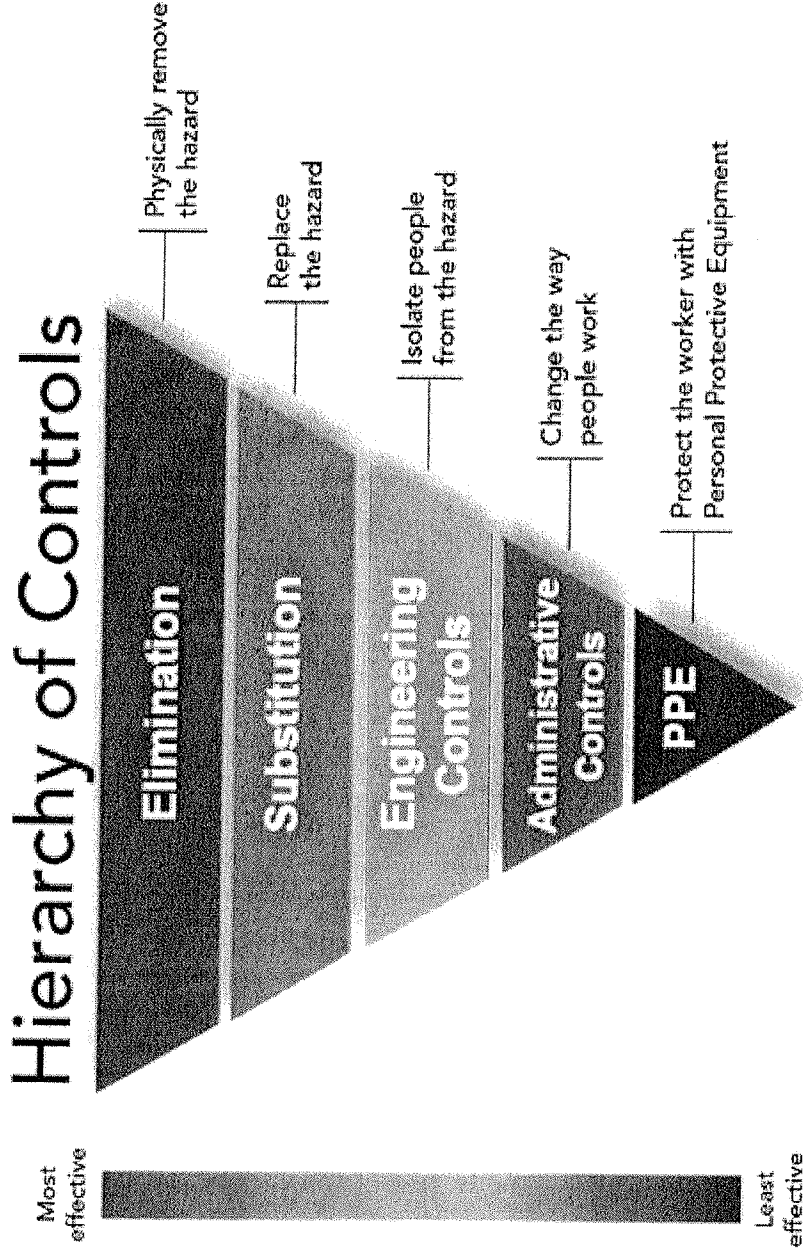
COVID-19 Preparedness & Response Plan

MIOSHA Sample COVID-19 Preparedness & Response Plan for Low-Med Risk Employees

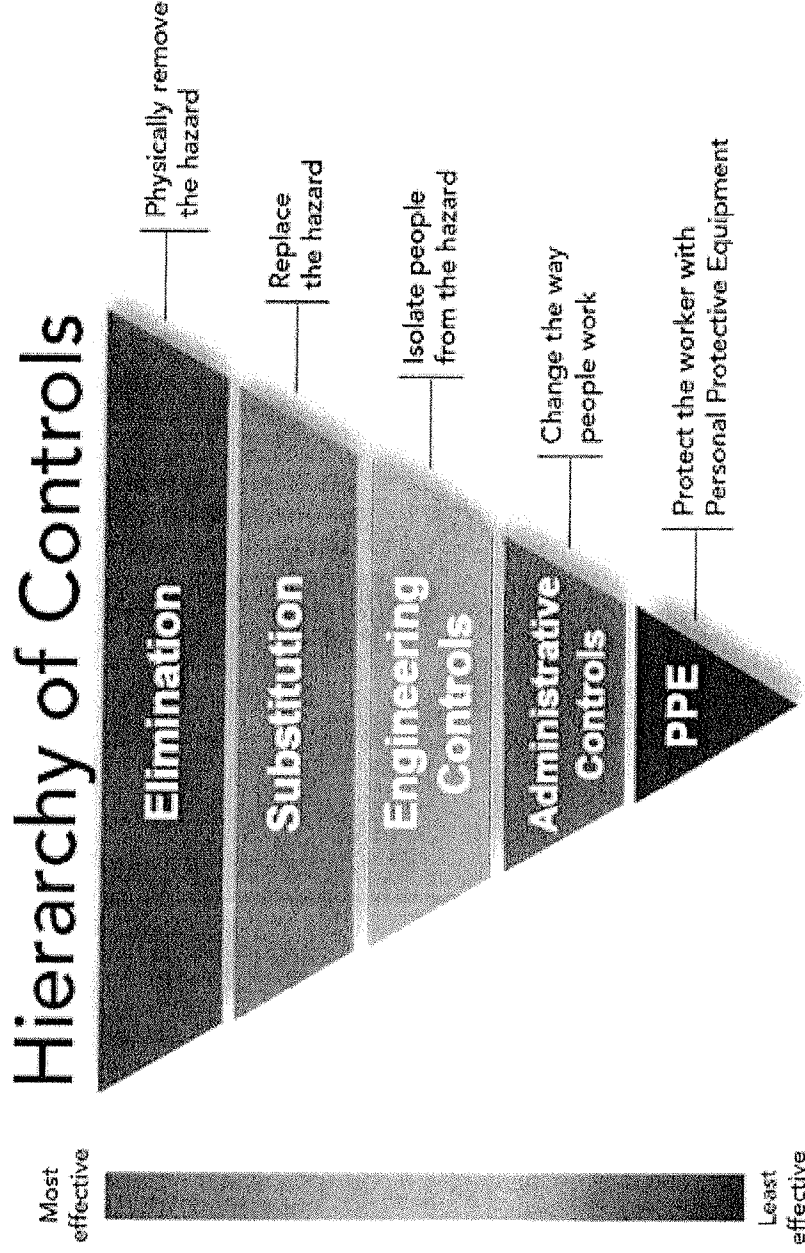
- Develop & Implement a written COVID-19 Preparedness Response plan
- Use current OSHA guidance for COVID-19 - Guidance for Workplaces for COVID-19
- Use current CDC COVID-19 guidance
- The preparedness & response plan **shall** include the exposure determination & **shall** detail measures to employee exposure, including any:
 - Engineering Controls
 - Administrative Controls
 - Basic Infection Prevention Measures
 - Person Protective Equipment
 - Health Surveillance
 - Training
- The employer **shall** make the preparedness & response plan available to employees & their representatives (websites, intranet, email, or hardcopy)

COVID-19 Preparedness Response Plan

- Examples of Engineering Controls
 - High-efficiency Air Filters
 - Increased Ventilation Rates
 - Physical Barriers – Clear sneeze guard, plexiglass
 - Installing a drive-thru window



COVID-19 Preparation Response Plan



- Examples of Administrative Controls
 - Restrict non-essential work
 - Encourage hand washing and sanitizer through posters
 - Promote remote work
 - Implement rotational work to reduce the number on the same time
- Stagger meal and break times
- Use posters, signs, barrier markings to reduce contact

Basic Infection Prevention Measures

- The employer **shall**:
 - Promote frequent & thorough handwashing, including by providing workers, customers, & worksite visitors a place to wash hands; Provide antiseptic hand sanitizer or alcohol-based hand towelettes containing 60% alcohol when soap & water are unavailable
 - Require workers who are sick to not report to work or work in an isolated location
 - Prohibit workers from using other workers' phones, desks, offices, or other work tools & equipment when possible
 - Create policy prohibit in-person work for employees to the extent that their work activities can feasibly be performed remotely

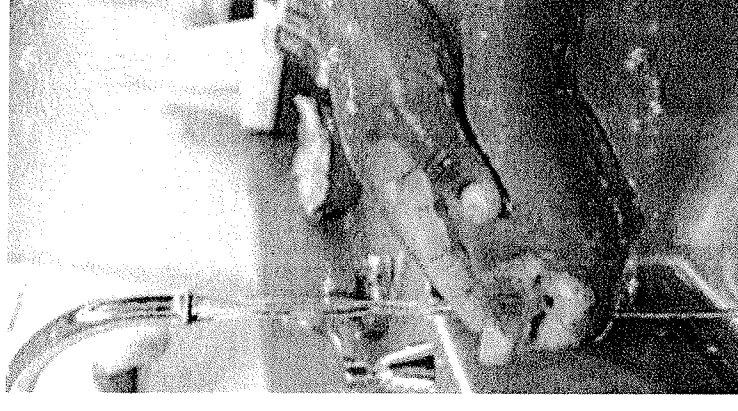


Photo: U.S. I

Basic Infection Prevention Measures (c

- The employer **shall**:
 - Increase facility cleaning & disinfection to limit exposure to SARS-CoV-2; focus on:
 - High touch surfaces (e.g. door handles)
 - Parts, products, and shared equipment (e.g. tools, machinery, and vehicles)
 - Use EPA approved disinfectants expected to be effective against SARS-CoV-2: [List N](#)
 - Follow manufacturer's instructions for cleaning & disinfection products (e.g. concentration, application method, contact time, and PPE)



This Photo by Unknown A

Basic Infection Prevention Measures (c

General Information

■ Cleaning

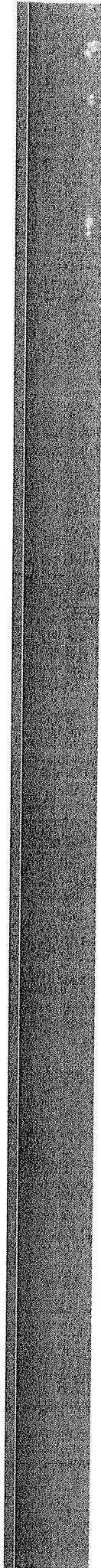
- The removal of germs, dirt, and impurities from surfaces. Removes, but does not kill germs
- Use soap & water

■ Disinfecting

- The use of chemicals to kill germs on surfaces. Does not necessarily remove germs from a s

■ Common Disinfectants

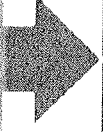
- EPA List N: Disinfectants for Coronavirus
- Bleach Solution - $\frac{1}{3}$ cup bleach per gallon water or 4 teaspoons bleach per quart water
- 70% alcohol solutions may also be used – wipes or liquid



Health Surveillance

- The employer **shall** conduct a daily entry self-screening protocol

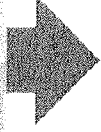
For all employees and contractors entering the workplace



At minimum, a questionnaire that includes questions about:

Symptoms of COVID-19

Contact with individuals known or suspected CC



Temperature Screening (if possible)

Health Surveillance (cont.)

- The employer shall:
 - Direct employers to promptly report any signs & symptoms of COVID-19 their experiencing to the employer before OR during the work shift
 - Physically isolate any employees know or suspected to have COVID-19 from the remainder of the workforce, using measure such as, but not limited to:
 - Not allowing known/suspected cases to report to work
 - Sending know/suspected cases away from the workplace
 - Assigning known/suspected cases to work alone at a remote location (e.g. their home), as their health allows



Health Surveillance (cont.)

- When an employer learns of an employee, visitor, or customer with a known case of COVID-19, the employer **shall**:
 - Immediately notify the local public health department AND
 - Within 24 hours of learning of the known case, notify any co-workers, contractors, or suppliers who have come into contact with the person with a known case of COVID-19
- Employer **shall** allow employees with a known/suspected case of COVID-19 to return to the workplace only after:
 - The individual is no longer infectious according to the latest guidelines from the CDC AND
 - The individual is released from any quarantine or isolation order by the local public health official

❖ CDC Guidance for Return to Work for Persons with COVID-19 Not in Healthcare

❖ CDC Guidance for Return to Work for Healthcare Personnel with COVID-19

Workplace Controls

- The employer shall designate one or more worksite COVID-19 safety coordinator
 - COVID-19 Safety Coordinator
 - Must implement, monitor, & report on the COVID-19 control strategies required for the worksite
 - Must remain on-site at all times when employees are present on site
 - An on-site employee may be designated to perform the COVID-19 safety coordinator role
- The employer shall place posters in the languages common in the employee population that encourage staying away from work when sick, cough & sneeze etiquette, and proper hand hygiene practices

STOP THE SPREAD OF GERMS
Help prevent the spread of respiratory diseases like COVID-19.

Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

DETÉN LA PROPAGACIÓN
Ayuda a prevenir la propagación de enfermedades respiratorias como el COVID-19.

Lávate frecuentemente las manos con agua y jabón por al menos 20 segundos.



STOP THE SPREAD OF GERMS
Help prevent the spread of respiratory diseases like COVID-19.

Stay home when you are sick, except to get medical care.

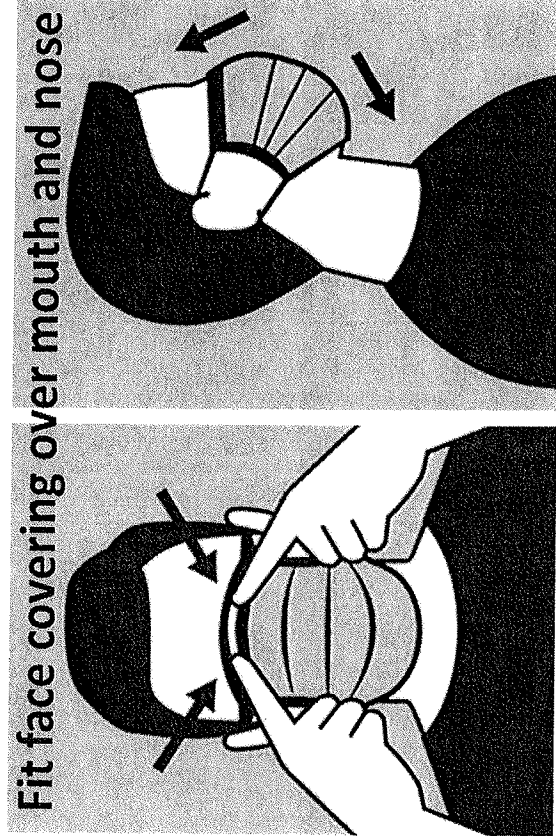


[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

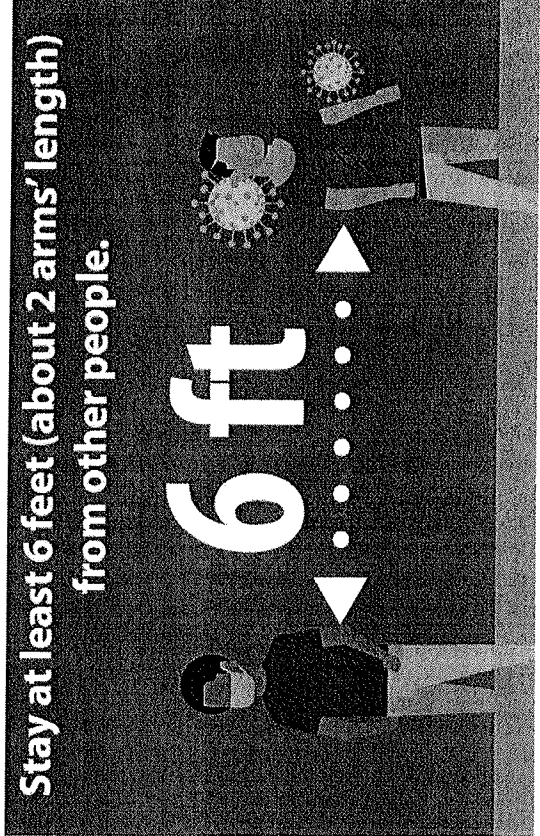
DETÉN LA PROPAGACIÓN
Ayuda a prevenir la propagación de enfermedades respiratorias como el COVID-19.

Quédate en casa cuando estés enfermo, excepto para ir a un centro de atención médica.





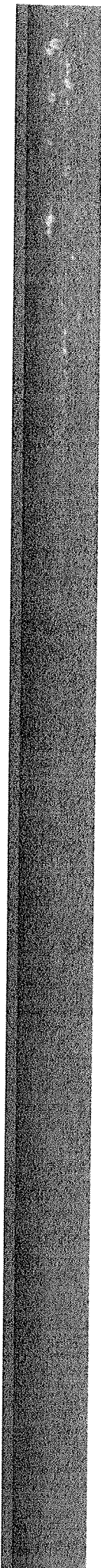
Fit face covering over mouth and nose



Stay at least 6 feet (about 2 arms' length) from other people.

Workplace Controls (

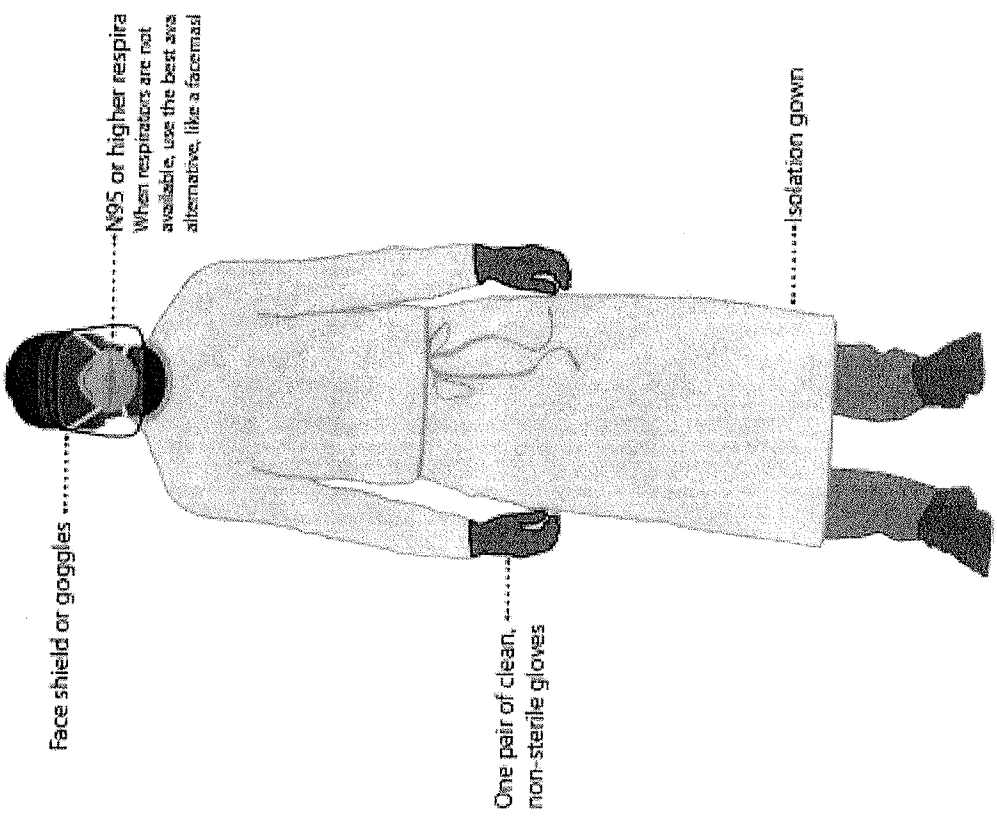
- The employer **shall**:
- Keep everyone on the worksite at least 6ft from another and reduce congestion
 - ❖ Use ground markings, signs and physical barriers as a means of social distancing and reduce congestions
- Provide non-medical grade face coverings for all employees
- Require face coverings when employees consistently maintain 6ft of separation from others
- Consider face shields (in addition to face coverings) for employees who are unable to consistently maintain 6ft separation from others
- Require face coverings in shared spaces, in-person meetings and in restrooms and break rooms



Personal Protective Equipment (PPE)

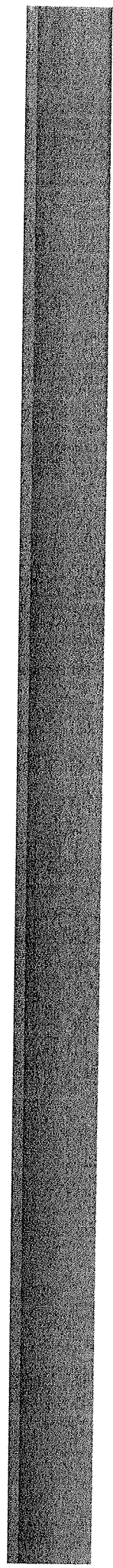
- The employer **shall**:
- Provide employees with types of PPE, including respirators as necessary, for protection from hazards appropriate to the exposure risk associated with the work.
- Ensure PPE is:
 - Properly worn
 - Used consistently
 - Regularly inspected, maintained, and/or replaced (as needed)
 - Properly removed, cleaned, and stored or disposed of to prevent contamination to self, others, or the work environment

Preferred PPE – Use N95 or Higher Respirator



Personal Protective Equipment (cont.)

- In establishments that provide medical treatment/know/suspected cases of COVID-19, the employees that employees in frequent or prolonged close such cases are provided with and wear, **at a minimum**:
 - N-95 respirator
 - Goggles or face shield AND
 - Gown



Face Coverings vs Respirators

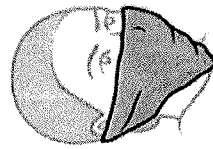
COVID-19

ACEMASKS VS. RESPIRATORS



COVID-19

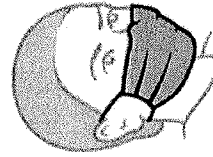
VOLUNTARY VS. REQUIRED RESPIRATOR USE



Cloth or Paper Face Mask

Not tested or approved, but recommended by the CDC

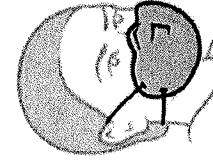
To prevent transmission of the virus between people in close proximity



Surgical Face Mask

Cleared by the U.S. Food and Drug Administration per 21 CFR 878.4040

A fluid resistant barrier designed to protect the wearer from large droplets, splashes or sprays of bodily or other hazardous fluids.



Filtering Facepiece Respirator (e.g. N95)

Evaluated, tested and approved by NIOSH per 42 CFR Part 84

Reduces the wearer's exposure to small particle aerosols and large droplets

The employer determines the necessary PPE required for the job task(s). Training, replacement, maintenance, cleaning, laundering and disposal of PPE. Train regarding proper use, limitations, care and maintenance of PPE. Where res outlines additional requirements:

Guidelines for Employees Using Respiratory Protection

Filtering Facepiece

Fit Testing

Medical Evaluation

Facial Hair Prohibited

Appendix D Provided

Training per 1910.134(k)

Cleaning, Storage & Maintenance of Respirator

■ Know the difference between cloth face coverings and respirators

■ NIOSH Certified Respirators require compliance to the Respiratory Protection Program

■ Facemasks vs Respirators Factsheet

■ Voluntary vs Required Respirator Use Factsheet

What are Air-Purifying Respirators?

Air-purifying respirators (APRs) work by removing gases, vapors, aerosols (droplets and solid particles), or a combination of contaminants from the air through the use of filters, cartridges, or canisters. These respirators do not supply oxygen and therefore cannot be used in an atmosphere that is oxygen-deficient or immediately dangerous to life or health. The appropriate respirator for a particular situation will depend on the environmental contaminant(s).



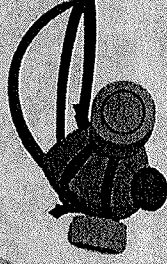
WARNING
 Do not use this respirator in an atmosphere that is oxygen deficient or immediately dangerous to life or health.

Filtering Facepiece Respirator (FFR)

- Disposable
- Covers the nose and mouth
- Filters out particles such as dust, mist, and fumes
 - Select from N, R, P series and 95, 99, 100 efficiency level
 - Does NOT provide protection against gases and vapors
 - Fit testing required

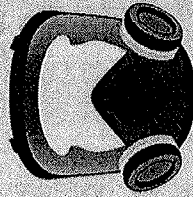
Elastomeric Half-Facepiece Respirator

- Reusable facepiece and replaceable cartridges or filters
- Can be used to protect against gases, vapors, or particles, if equipped with the appropriate cartridge or filter
- Covers the nose and mouth
- Fit testing required



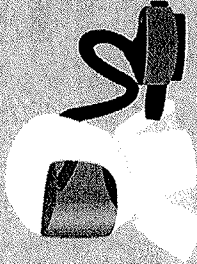
Elastomeric Full Facepiece Respirator

- Reusable facepiece and replaceable canisters, cartridges, or filters
- Can be used to protect against gases, vapors, or particles, if equipped with the appropriate cartridge, canister, or filter
- Provides eye protection
- More effective face seal than FFRs or elastomeric half-facepiece respirators
- Fit testing required



Powered Air-Purifying Respirator (PAPR)

- Reusable components and replaceable filters or cartridges
- Can be used to protect against gases, vapors, or particles, if equipped with the appropriate cartridge, canister, or filter
- Battery-powered with blower that pulls air through attached filters or cartridges
- Provides eye protection
- Low breathing resistance
- Loose-fitting PAPR does NOT require fit testing and can be used with facial hair
- Tight-fitting PAPR requires fit testing



Respirator Informat

- MIOSHA Part 451 Respiratory Protection Key Prog
- NIOSH Certified Respirators
- Written Program – MIOSHA Sample Program
- Medical Evaluation
- Fit Testing
- Voluntary use respirators require a respiratory pr
- The respirator worn will prescribe which program ele for voluntary use
- Use resources to evaluate program requirements - O Compliance Guide to Respiratory Protection
- Stay updated to temporary enforcement guidance Enforcement Memos for COVID-19

Employee Training

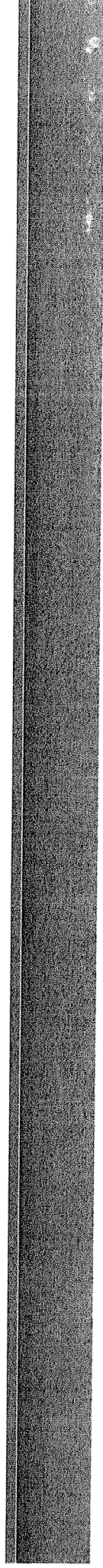
- Employer **shall** provide:
 - Training to employees on SARS-CoV-2 and COVID-19
 - Communication and training on COVID-19 infection control practices in the primary language in the employee population
 - Updated training if:
 - There are changes to its COVID-19 preparedness & response plan OR
 - New information becomes available about the transmission of SARS- CoV-2
- Training **shall** cover:
 - Workplace infection control practices
 - Proper use of PPE
 - Steps employees must follow to employer of COVID-19 symptoms or a suspected or confirmed COVID-19
 - How to report unsafe working conditions

Recordkeeping

- Employers **must** maintain a record following:
 - Training; maintain all COVID-19 employment records
 - Screening Protocols; maintain a record for each employee or visitor entering the workplace
 - Records of Required Notifications; maintain records of notifications associated to confirmed COVID-19 in the workplace (see Rule 6100.03 for recordkeeping requirements for surveillance)
- Employers **must** maintain records for 30 days from time of generation

MIOSHA
RECOMMENDATIONS
for COVID-19

ADDITION
RESOURC
OFFICES



Recommendations Specifically for Of

For specific recommendations on keeping employees safe in office environments please visit:

https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Guidance-Documents/Reopening-Guidance-for-General-Office-Settings_GuidanceDocument.pdf

Which can be found at:

<https://www.backtoworksafely.org/>




CDC Recommendations for Offices

COMMUNITY, WORK & SCHOOL

COVID-19 Employer Information for Office Buildings

Updated Sept. 11, 2020

Languages  Print

For specific recommendations on keeping employees safely in office environments please visit:

[The CDC's COVID-19 Employer Information for Office Buildings](#)



During the COVID-19 pandemic, office building employers, owners and managers, and operations staff should take the following steps to create a safe and healthy workplace for workers and clients.

How You Can Protect Your Staff and Others and Slow the Spread

Create a COVID-19 workplace health and safety plan.

- Start by reviewing the [CDC Interim Guidance for Businesses and Employers](#).

Before resuming business operations, check the building to see if it's ready for occupancy.

- Evaluate the building and its mechanical and life safety systems to determine if the building is ready for occupancy. Check for hazards associated with prolonged facility shutdown such as [mold growth](#) , [rodent issues](#) with [stagnant water systems](#), and take appropriate remedial actions.
- Ensure that ventilation systems in your facility operate properly. For building heating, ventilation and conditioning (HVAC) systems that have been shut down or on setback, review new construction provided in [ASHRAE Standard 180-2018, Standard Practice for the Inspection and Maintenance of Building HVAC Systems](#) .
- Increase circulation of outdoor air as much as possible by opening windows and doors if possible, not open windows and doors if doing so poses a safety or health risk for occupants, including children, or if falling or of breathing outdoor environmental contaminants such as carbon monoxide, molds, or other pollutants.
- To minimize the risk of [Legionnaires' disease](#) and other diseases associated with water, [take steps](#) to ensure water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) and water features (e.g., ice machines, cooling towers) are safe to use after a prolonged facility shutdown.

COVID-19 Resources

State of Michigan

- [Coronavirus](#)
- [Emergency Epidemic Orders](#)
- [Michigan Coronavirus Resources](#)
- [Michigan Safe Start Map](#)

MIOSHA

- [COVID-19 Interim Enforcement Plan](#)
- [Workplace Safety Guidance for COVID-19](#)
- [Sample COVID-19 Preparedness & Response Plan](#)

OSHA

- [COVID-19 Information](#)
- [Guidance on Preparing Workplaces for COVID-19](#)
- [Enforcement Memos for COVID-19](#)
- [Interim Guidance for Specific Industries](#)

CDC

- [Coronavirus Disease \(COVID-19\)](#)
- [Guidance for Businesses & Workplaces](#)
- [Return to Work Guidance for Individuals Not in Healthcare](#)
- [Guidance for Cleaning & Disinfecting](#)
- [General Business FAQs](#)
- [Healthcare Workers FAQs](#)

Other

- [AIHA – Back to Work Safety Industry Recommendations](#)

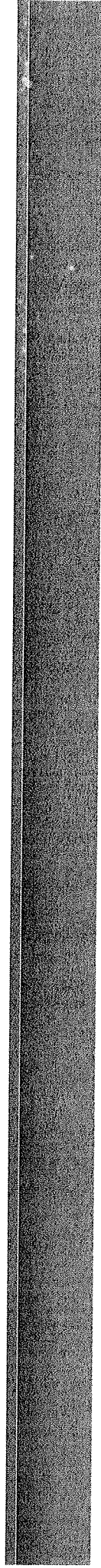
MIOSHA Resources

- [MIOSHA Webpage](#)
- [MIOSHA Consultation, Education & Training \(CET\) Division](#)
- [MIOSHA Standards](#)
- [Request for Consultative Assistance](#)
- [PPE Guide for General Industry \(SP #16\)](#)
- [Respiratory Protection Program – Sample Written Program \(SP #05\)](#)
- [Hazard Communication Program – Sample Written Program \(CET 5530\)](#)
- [MIOSHA Training Program](#)



MIOSH

Michigan Occupational
and Health Administrat



Contact MIOSHA

Michigan Occupational Safety and Health Administration (MIOSHA)
530 W. Allegan Street, P.O. Box 30643
Lansing, Michigan 48909-8143

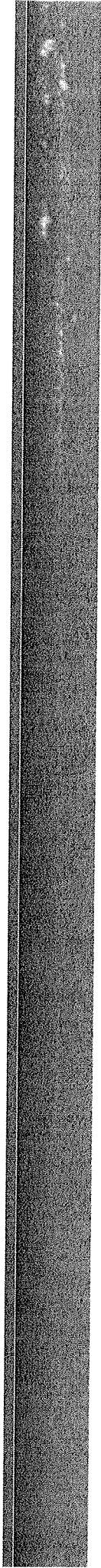
If you need further information regarding COVID-19
Call 855-SAFEC19 (855-723-3219).

To request consultation, education and training services, call 517-28
or visit our website at:

www.michigan.gov/miosha



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**



AGENDA ITEM

8D

HOWELL CEMETERY LOT & BURIAL SPACE FEES:

Cemetery Burial Space Infant – 24 months or less	\$200.00
Cemetery Burial Space Resident	\$300.00
Cemetery Burial Space Non-Resident	\$800.00
Grave Openings and Closings	\$950.00*(See Grave Opening and Closing)
Grave Openings and Closings Infant	\$250.00*(See Grave Opening and Closing)
Grave Openings and Closings Cremaains	\$475.00*(See Grave Opening and Closing)
Burial Space Transfer Fee	\$ 50.00

***GRAVE OPENING AND CLOSINGS**

HOURS: MON-FRI 8:A.M. – 3:P.M.

Additional charge of \$150.00 for Saturday services

Addition charge of \$150.00 for arrivals after 3:P.M.

Triple the fees for Sundays and Holidays

2 Cremations at same time/grave – Opening & Closing fee + \$100.00 additional

2021 PRICE GUIDE
HURON CEMETERY MAINTENANCE
P.O. BOX 112 HIGHLAND, MI 48357
PH. (248)887-6700 FAX (248)887-4487

<u>CEMETERIES WE SERVICE</u>	<u>OPENING & CLOSING FEES</u>		
	Adult	Baby	Cremation
BRIGHTON TOWNSHIP (<i>Kensington, Pleasant Valley</i>)	\$950	\$250	\$475
COMMERCE TOWNSHIP (<i>Curtis, Memorial, Original Plat, Richardson</i>)	\$950	\$250	\$475
FARMINGTON (<i>East, North, West</i>)	\$1200	\$250	\$550
FRANKLIN	\$1450	\$300	\$750
HARTLAND TOWNSHIP (<i>Hartland, Hodge, Parshallville, Smith</i>)	\$950	\$250	\$475
HIGHLAND TOWNSHIP (<i>Highland, West Highland</i>)	\$950	\$250	\$475
* HOWELL TOWNSHIP (<i>Pioneer</i>)	\$950	\$250	\$475
LYON TOWNSHIP (<i>New Hudson</i>)	\$950	\$250	\$475
MILFORD TOWNSHIP (<i>Memorial, Oak Grove</i>)	\$950	\$250	\$475
SALEM WALKER	\$1200	\$250	\$550
ST. GEORGE LUTHERAN w/ Genoa Twp. Add.	\$950	\$250	\$475
ST. MARYS (MILFORD)	\$950	\$250	\$475
WALLED LAKE	\$950	\$250	\$475
WHITE LAKE (<i>Granger, Oxbow, White Lake</i>)	Contact White Lake Township for fees.		
WIXOM	\$950	\$250	\$475
YERKES	\$1250	\$250	\$550

Additional Fee of \$150.00 for arrivals after 3 PM and Saturday Burials.
Double Fees for Sundays & Triple Fees For Holidays.

MARKER INSTALLATION FEES

Flush Granite	\$.45 per sq. in. (minimum fee of \$150)
Foundations	\$.60 per sq. in. 2" border required. (minimum fee of \$250)
Foundations (White Lake)	Contact White Lake Township for fees.
Veterans Markers	\$250
Vases	\$100 Vase Only (add \$40 to all fees for built in vase)

MISCELLANEOUS ITEMS

Disinterment	1.5 x Opening & Closing Fee
2 Cremations at same time/Grave	Opening & Closing fee + \$100 per additional

* Huron Cemetery charges us \$25.00 less the rate shown. We still charge the rate shown to the purchaser. The remaining \$25.00 goes to the lawn maintenance provider.

AGENDA ITEM

8E

Carolyn J. Henry
2633 W. Marr Road
Howell, MI 48855
carolynhenry@comcast.net

December 2, 2020

Howell Township Board Members
3525 Byron Road
Howell, Michigan 48855

Sent via email and first-class mail

RE: Resignation from Planning Commission

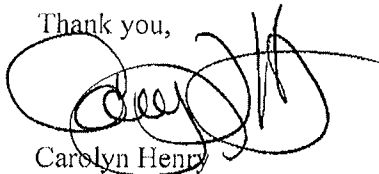
Dear Board Members and Planning Commission Members:

Please accept this letter as my resignation from the Planning Commission effective immediately. I have accepted a new employment position that will require much of my time and may present some conflicts with continuing to serve on the Planning Commission.

I have enjoyed working with each of you and always appreciate the alternate views when considering the issues that come before the commission. It is my sincere hope that our township continues to thrive.

If you have any questions going forward, please do not hesitate to communicate with me.

Thank you,

A handwritten signature in black ink, appearing to read 'Carolyn Henry', is written over a circular stamp or seal. The signature is fluid and cursive.

Carolyn Henry

AGENDA ITEM

8F2

Planning Commission

Matthew Counts

Jeff Smith – Alternate

ZBA

Evan Rudnicki

Jeff Smith – Alternate

Fire Authority

Mike Coddington

MHOG

Matthew Counts

HAPRA

Jean Graham

WWTP

Jonathan Hohenstein

Brent Kilpela

Jean Graham

Property

Jonathan Hohenstein

Jeff Smith

Jean Graham

AGENDA ITEM

8F3

Howell Township

3525 Byron Road • Howell, MI 48855
Phone: (517) 546-2817 • Fax (517) 546-1483
www.howelltownshipmi.org



December 2, 2020

Dear Township Board:

I am requesting you to consider reappointing Bill Graham, Sue Daus and Aaren Currie to the Board of Review. With all the added challenges the pandemic has brought on, the experience that these three sitting members bring, will be vital going forward. The term of the appointment will commence January 1st 2021 and end on December 31, 2022. The need for an alternate is still being evaluated.

Sincerely,

A handwritten signature in dark ink, appearing to read "Brent Kilpela".

Brent Kilpela
Howell Township Assessor

AGENDA ITEM

9D

ADDRESS ASSIGNMENT

Permit #	Contractor	Job Address	Fee Total
PA20-020	FAULKNER JASON P AND EMI	2273 W MARR	\$25.00
Work Description: SOUTH SIDE OF MARR ROAD, JUST WEST OF BYRON ROAD AND EAST OF INDIAN CAMP TRAIL.			

Total Permits For Type: 1
Total Fees For Type: \$25.00

Commercial Land Use

Permit #	Contractor	Job Address	Fee Total
P20-165	HIGHLAND RIDGE CENTER L	1070 W HIGHLAND	\$50.00
Work Description: 2,315 SQ FT DENTAL OFFICE BUILD OUT EXISTING WHITE BOX.			
P20-143	CHESTNUT WOODS LLC	ELIJAH LANE BLDG L	\$400.00
Work Description: 10,920 SQ FT MULTI-FAMILY BUILDING, 8 UNITS ON A SLAB WITH ATTACHED GARAGES. BUILDING L, 1703 ELIJAH LANE, 1709 ELIJAH LANE, 1715 ELIJAH LANE, 1727 ELIJAH LANE, 1733 ELIJAH LANE, 1739 ELIJAH LANE, 1745 ELIJAH LANE, 1751 ELIJAH LANE.			
P20-144	CHESTNUT WOODS LLC	ELIJAH LANE BLDG M	\$400.00
Work Description: 11,308 SQ FT MULTI-FAMILY BUILDING, 8 UNITS ON A SLAB WITH ATTACHED GARAGES. BUILDING M, 1637 ELIJAH LANE, 1643 ELIJAH LANE, 1649 ELIJAH LANE, 1661 ELIJAH LANE, 1667 ELIJAH LANE, 1679 ELIJAH LANE, 1685 ELIJAH LANE, 1697 ELIJAH LANE.			
P20-145	CHESTNUT WOODS LLC	ELIJAH LANE BLDG N	\$400.00
Work Description: 11,308 SQ FT MULTI-FAMILY BUILDING, 8 UNITS ON A SLAB WITH ATTACHED GARAGES. BUILDING N, 1571 ELIJAH LANE, 1577 ELIJAH LANE, 1583 ELIJAH LANE, 1595 ELIJAH LANE, 1601 ELIJAH, 1613 ELIJAH LANE, 1619 ELIJAH LANE, 1629 ELIJAH LANE.			
P20-147	CHESTNUT WOODS LLC	ELIJAH LANE BLDG A	\$200.00
Work Description: 7,180 SQ FT MULTI-FAMILY BUILDING, 4 UNITS ON A SLAB WITH ATTACHED GARAGES. BUILDING A, 1500 ELIJAH LANE, 1506 ELIJAH LANE, 1512 ELIJAH LANE, 1518 ELIJAH LANE.			
P20-148	CHESTNUT WOODS LLC	ELIJAH LANE BLDG C	\$200.00
Work Description: 7,180 SQ FT MULTI-FAMILY BUILDING, 4 UNITS ON A SLAB WITH ATTACHED GARAGES. BUILDING C, 1548 ELIJAH LANE, 1554 ELIJAH LANE, 1560 ELIJAH LANE, 1566 ELIJAH LANE.			
P20-149	CHESTNUT WOODS LLC	ELIJAH LANE BLDG B	\$200.00
Work Description:			

BUILDING B, 1524 ELIJAH LANE, 1530 ELIJAH LANE, 1536 ELIJAH LANE, 1542 ELIJAH LANE.

P20-153	CHESTNUT WOODS LLC	ELIJAH LANE BLDG I	\$400.00
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Work Description: 10,920 SQ FT MULTI-FAMILY BUILDING, 8 UNITS ON A SLAB WITH ATTACHED GARAGES.

BUILDING I, 1574 ELIJAH LANE, 1586 ELIJAH LANE, 1592 ELIJAH LANE, 1604 ELIJAH LANE, 1608 ELIJAH LANE, 1622 ELIJAH LANE, 1626 ELIJAH LANE, 1634 ELIJAH LANE.

P20-154	CHESTNUT WOODS LLC	ELIJAH LANE BLDG J	\$400.00
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Work Description: 10,920 SQ FT MULTI-FAMILY BUILDING, 8 UNITS ON A SLAB WITH ATTACHED GARAGES.

BUILDING J, 1640 ELIJAH LANE, 1652 ELIJAH LANE, 1658 ELIJAH LANE, 1670 ELIJAH LANE, 1676 ELIJAH LANE, 1688 ELIJAH LANE, 1694 ELIJAH LANE, 1700 ELIJAH LANE.

P20-155	CHESTNUT WOODS LLC	ELIJAH LANE BLDG K	\$200.00
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Work Description: 6,236 SQ FT MULTI-FAMILY BUILDING, 4 UNITS ON A SLAB WITH ATTACHED GARAGES.

BUILDING K, 1706 ELIJAH LANE, 1718 ELIJAH LANE, 1724 ELIJAH LANE, 1736 ELIJAH LANE.

P20-156	CHESTNUT WOODS LLC	TESSA DRIVE BLDG D	\$400.00
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Work Description: 11,308 SQ FT MULTI-FAMILY BUILDING, 8 UNITS ON A SLAB WITH ATTACHED GARAGES.

BUILDING D, 1576 TESSA DRIVE, 1582 TESSA DRIVE, 1588 TESSA DRIVE, 1594 TESSA DRIVE, 1600 TESSA DRIVE, 1606 TESSA DRIVE, 1612 TESSA DRIVE, 1618 TESSA DRIVE.

P20-157	CHESTNUT WOODS LLC	TESSA DRIVE BLDG E	\$300.00
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Work Description: 8,578 SQ FT MULTI-FAMILY BUILDING, 6 UNITS ON A SLAB WITH ATTACHED GARAGES.

BUILDING E, 1630 TESSA DRIVE, 1636 TESSA DRIVE, 1642 TESSA DRIVE, 1648 TESSA DRIVE, 1654 TESSA DRIVE, 1660.

P20-158	CHESTNUT WOODS LLC	TESSA DRIVE BLDG F	\$200.00
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Work Description: 6,236 SQ FT MULTI-FAMILY BUILDING, 4 UNITS ON A SLAB WITH ATTACHED GARAGES.

BUILDING F, 1657 TESSA DRIVE, 1663 TESSA DRIVE, 1669 TESSA DRIVE, 1675.

P20-159	CHESTNUT WOODS LLC	TESSA DRIVE BLDG H	\$200.00
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Work Description: 5,460 SQ FT MULTI-FAMILY BUILDING, 4 UNITS ON A SLAB WITH ATTACHED GARAGES.

BUILDING H, 1569 TESSA DRIVE, 1573 TESSA DRIVE, 1579 TESSA DRIVE, 1585.

P20-160	CHESTNUT WOODS LLC	TESSA DRIVE BLDG G	\$400.00
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Work Description: 11,308 SQ FT MULTI-FAMILY BUILDING, 8 UNITS ON A SLAB WITH ATTACHED GARAGES.

BUILDING G, 1597 TESSA DRIVE, 1603 TESSA DRIVE, 1609 TESSA DRIVE, 1615 TESSA DRIVE, 1621 TESSA DRIVE, 1627 TESSA DRIVE, 1633 TESSA DRIVE, 1639 TESSA DRIVE.

Total Permits For Type:	15
Total Fees For Type:	\$4,350.00

Residential Land Use

Permit #	Contractor	Job Address	Fee Total
P20-163	ROERSMA WYATT AND LAURE	5185 CRANDALL	\$50.00
Work Description: GROUND MOUNT SOLAR PANELS			
P20-150	COOPER RICHARD	5195 FLEMING	\$75.00
Work Description: 1,650 SQ FT SINGLE FAMILY DWELLING ON A FULL UNFINISHED BASEMENT WITH A ATTACHED GARAGE.			
P20-164	FAULKNER JASON P AND EMI	2273 W MARR	\$75.00
Work Description: 2,065 SQ FT SINGLE STORY DWELLING ON A FULL UNFINISHED BASEMENT. 2 CAR ATTACHED GARAGE WITH A BONUS ROOM ABOVE. SCREEN PORCH ON REAR OF HOUSE.			
P20-161	KOKKONEN SAMUEL	740 JOHN WARD DR	\$75.00
Work Description: 30 X 40 X 14 POLE BARN WITH A ATTACHED 10 X 16 LEAN-TO			
P20-162	BURR EMILY AND WALKER PO	2530 W GRAND RIV	\$50.00
Work Description: ROOF MOUNT SOLAR PANELS			
P20-146	SINKS DEREK AND ASHLEY	1279 EDGEBROOK DR	\$50.00
Work Description: CHAIN LINK FENCE IN BACK YARD.			
P20-151	PERKINS ROGER L & GLADYS	1414 CRESTWOOD	\$10.00
Work Description: TEAR OFF AND RE ROOF OF HOUSE AND ATTACHED GARAGE.			

Total Permits For Type: 7
Total Fees For Type: \$385.00

Sewer Connection

Permit #	Contractor	Job Address	Fee Total
PWS20-112	CHESTNUT WOODS LLC	ELIJAH LANE BLDG L	\$26,400.00
Work Description: BUILDING L, 1703 ELIJAH LANE.			
PWS20-114	CHESTNUT WOODS LLC	ELIJAH LANE BLDG M	\$26,400.00
Work Description: BUILDING M, 1637 ELIJAH LANE.			
PWS20-116	CHESTNUT WOODS LLC	ELIJAH LANE BLDG N	\$26,400.00
Work Description: BUILDING N, 1571 ELIJAH LANE			
PWS20-118	CHESTNUT WOODS LLC	ELIJAH LANE BLDG A	\$13,200.00
Work Description: BUILDING A, 1500 ELIJAH LANE.			
PWS20-120	CHESTNUT WOODS LLC	ELIJAH LANE BLDG B	\$13,200.00
Work Description: BUILDING B, 1524 ELIJAH LANE.			

PWS20-122	CHESTNUT WOODS LLC	ELIJAH LANE BLDG C	\$13,200.00
Work Description: BUILDING C, 1548 ELIJAH LANE.			
PWS20-124	CHESTNUT WOODS LLC	ELIJAH LANE BLDG I	\$26,400.00
Work Description: BUILDING I, 1574 ELIJAH LANE.			
PWS20-126	CHESTNUT WOODS LLC	ELIJAH LANE BLDG J	\$26,400.00
Work Description: BUILDING J, 1640 ELIJAH LANE.			
PWS20-128	CHESTNUT WOODS LLC	ELIJAH LANE BLDG K	\$13,200.00
Work Description: BUILDING K, 1706 ELIJAH LANE.			
PWS20-130	CHESTNUT WOODS LLC	TESSA DRIVE BLDG D	\$26,400.00
Work Description:			
PWS20-132	CHESTNUT WOODS LLC	TESSA DRIVE BLDG E	\$19,800.00
Work Description:			
PWS20-134	CHESTNUT WOODS LLC	TESSA DRIVE BLDG F	\$13,200.00
Work Description:			
PWS20-136	CHESTNUT WOODS LLC	TESSA DRIVE BLDG G	\$26,400.00
Work Description:			
PWS20-138	CHESTNUT WOODS LLC	TESSA DRIVE BLDG H	\$13,200.00
Work Description:			

Total Permits For Type: 14
Total Fees For Type: \$283,800.

Sign

Permit #	Contractor	Job Address	Fee Total
P20-152	HOWELL 59 LLC	433 E HIGHLAND	\$175.00
Work Description: ADDING SIGNS ON AND AROUND PUMPS			

Total Permits For Type: 1
Total Fees For Type: \$175.00

Water Connection

Permit #	Contractor	Job Address	Fee Total
PWS20-111	CHESTNUT WOODS LLC	ELIJAH LANE BLDG L	\$26,400.00

Work Description: BUILDING L, 1703 ELIJAH LANE.

PWS20-113	CHESTNUT WOODS LLC	ELIJAH LANE BLDG M	\$26,400.00
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Work Description: BUILDING M, 1637 ELIJAH LANE.

PWS20-115	CHESTNUT WOODS LLC	ELIJAH LANE BLDG N	\$26,400.00
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Work Description: BUILDING N, 1571 ELIJAH LANE

PWS20-117	CHESTNUT WOODS LLC	ELIJAH LANE BLDG A	\$13,200.00
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Work Description: BUILDING A, 1500 ELIJAH LANE.

PWS20-119	CHESTNUT WOODS LLC	ELIJAH LANE BLDG B	\$13,200.00
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Work Description: BUILDING B, 1524 ELIJAH LANE.

PWS20-121	CHESTNUT WOODS LLC	ELIJAH LANE BLDG C	\$13,200.00
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Work Description: BUILDING C, 1548 ELIJAH LANE.

PWS20-123	CHESTNUT WOODS LLC	ELIJAH LANE BLDG I	\$26,400.00
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Work Description: BUILDING I, 1574 ELIJAH LANE.

PWS20-125	CHESTNUT WOODS LLC	ELIJAH LANE BLDG J	\$26,400.00
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Work Description: BUILDING J, 1640 ELIJAH LANE.

PWS20-127	CHESTNUT WOODS LLC	ELIJAH LANE BLDG K	\$13,200.00
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Work Description: BUILDING K, 1706 ELIJAH LANE.

PWS20-129	CHESTNUT WOODS LLC	TESSA DRIVE BLDG D	\$26,400.00
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Work Description:

PWS20-131	CHESTNUT WOODS LLC	TESSA DRIVE BLDG E	\$19,800.00
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Work Description:

PWS20-133	CHESTNUT WOODS LLC	TESSA DRIVE BLDG F	\$13,200.00
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Work Description:

PWS20-135	CHESTNUT WOODS LLC	TESSA DRIVE BLDG G	\$26,400.00
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Work Description:

PWS20-137	CHESTNUT WOODS LLC	TESSA DRIVE BLDG H	\$13,200.00
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Work Description:

Total Permits For Type:	14
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Total Fees For Type:	\$283,800.
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Report Summary

Population: All Records
Permit.DateIssued Between
11/1/2020 12:00:00 AM AND
11/30/2020 11:59:59 PM

Grand Total Fees:	\$572,535.
Grand Total Permits:	52

AGENDA ITEM

9E



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

November 12, 2020

Mike Coddington
Howell Township, Livingston County
3525 Byron Road
Howell, MI 48855

RECEIVED

NOV 16 2020

HOWELL TOWNSHIP

Dear Mike Coddington:

As you are aware, Tax Management and Associates recently conducted an Audit of Minimum Assessing Requirements (AMAR) on behalf of the State Tax Commission. The audit indicated that Howell Township met all of the requirements of the AMAR. We wish to congratulate the Township on receiving a perfect score on the review and thank you for your cooperation throughout this process.

Sincerely,

A handwritten signature in black ink, appearing to read "William Gast".

William Gast, Specialist
Michigan Department of Treasury

Enc: AMAR Review

Cc: Howell Township Clerk
Howell Township Assessor
Equalization Director

Monthly Activity Report for November 2020 – Assessing Dept/Brent Kilpela

MTT UPDATE:

Burkhart Ridge v Howell Township: Prehearing General Call set for April 01, 2021 with valuation disclosure due by January 4, 2021.

Tanger Properties LLC v Howell Township: *Petitioner withdrew appeal on November 11th.*

Chestnut Crossing LLC v Howell Township: Prehearing General Call Hearing set for September 1, 2021 with valuation disclosure due by June 4, 2021. Sent opinion to opposing counsel on discovery provided. Waiting for reply.

Amerilodge Group v Howell Township: Filed answer to appeal on October 20th. Waiting for General Call Hearing date.

SGA Hotels LLC v Howell Township: Filed answer to appeal on October 20th. Waiting for General Call Hearing date.

SMALL CLAIMS TRIBUNAL:

Crawford Brothers v Howell Township: Filed answer to appeal on October 22nd. Waiting for hearing date.

ASSESSING OFFICE:

ASSESSOR: Progress is continuing with the Oblique Imagery. We have reviewed sections 1-14 of the township. For the 2021 assessment year, the Residential Class will increase by 5%. Commercial will rise 6%, Industrial will go up 5%, and Agricultural will increase 4%.

OTHER: Handled all auditor information requests. Expect to have the final report in December. Gabridge will deliver the audit report at either the January or February Township board meeting.

AGENDA ITEM

9J

Howell Township
Wastewater Treatment Plant Meeting
Meeting: November 19, 2020 10am

Attending: Matt Holtz, Brent Kilpela, Jean Graham, Jonathan Hohenstein

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

Burkhart Ridge: Inframark will be working toward getting a quote on the extra piping needed for this fix. Also looking into getting the wet well lined. Covid restrictions are making it hard to get the company out to get a quote on the lining. Would perform both projects at the same time due to the fact that the pumps would need to be pulled for both projects. Will be looking to get the influent channel in the head-works building lined at the same time.

MHOG Water: Inframark is looking to do this work themselves. Township has requested that all work be inspected by the County building department for compliance.

State Audit: Matt confirmed with the State that the sample location of the influent needs to be changed. Matt will work with Greg and Jim on contacts for contractors to get quotes for this project.

Power Disconnect: The plant experienced a power outage last week. One of the three lines coming into the plant was down but the other two were fine, but plant still had no power. Matt would like to get a power disconnect in place so that they can shut off the power supply to the plant, which would allow the generator to power the plant.

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 October. 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 October. We are thankful for the continued opportunity to partner with Howell Township.

Site Visit – Town Officials	0
Site Visit – Inframark Officials	3
NPDES Permit Compliance	met compliance for October
Preventative Work Orders	109 open 109 closed
Corrective Work Orders	1 open 0 closed
Locates for Month	31 marked 81 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	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	Connect potable water to plant piping system	Allows for cleaning in the facility and some systems require water for proper operation.	TBD	
High	Headworks evaluation, grit removal will require water for proper operation.	Protect the biolac tank from grit and rags	TBD	
High	Main power disconnect for treatment plant	Allow the ability to disconnect the plant from DTE in case of partial loss of power	TBD	

Operations

The treatment plant did not experience any violations in October.

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 109 preventative maintenance work orders were completed in September.

Replaced head, bulbs and sleeves on UV unit.

Personnel

Onsite personnel serving the project during October included Matthew Holtz, Andre Randall, Bill Jones, with Kirt Ervin as the Regional VP. We had visits from Dominic D'orazia, John Bannen and Eli Ruiz all from Inframark.

AGENDA ITEM

9L

Howell Township Clerk

From: Thomas M. Larabel <tlarabel@allenedwin.com>
Sent: Tuesday, November 17, 2020 5:48 PM
To: Howell Township Treasurer; Scott Griffith
Cc: Howell Township Clerk; j smith
Subject: RE: Allen Edwin - Oak Grove Rd
Attachments: Termination Letter - The Highlands.docx; Option C 104 Unit Sketch Mark Up.pdf

Hi Scott and Jonathan – I apologize for the delay. Attached is the termination letter requested.

Scott – As requested, here's a quick list of items that we discovered during investigation for future disclosure:

- Approximately 1/2 of the site is encumbered by floodplain on the north side of the parcels. This is preliminarily depicted on the attached sketch from Boss Eng.
- As you know the site is not sewer ready and we studied several options with our engineer. The least expensive option was the onsite pump station.
- Regarding the Livingston County Road Commission permit for the intersection with Kroger, there are 2 main issues:
 - We've had several design concepts for the intersection meeting Oak Grove Road. Under the LCRC current standards, we were unsuccessful in getting the geometry to work. The only solution the LCRC would entertain is to obtain additional easement from the property to the south. We met with the property owner to the south and they only had expressed interest in selling their property for a value well above market. If we were to move forward, purchasing the property to the south would be necessary to obtain a driveway permit for the project.
 - As part of the driveway permit, the LCRC will require a traffic study for the project. The results of a study would provide direction on intersection design and potential improvements as well as a potential traffic light.
 - It was our understanding with the LCRC, without resolving these two issues, the site will not have ingress/egress
- As a reminder, it is noted in paragraph 6 of the PA, this property was conditionally rezoned and will automatically revert if we do not close. I believe the original zone was agricultural, but you may want to verify.

We appreciate your efforts and the work that all put into this project. We hope we can find an opportunity where both of our interest align in the future. If you have any other questions, do not hesitate to reach out.

Best of luck,

Thomas M. Larabel
Vice President of Land Development
Allen Edwin Homes
O: (616) 878-1748 Ext. 424
M: (616) 890-5401
tlarabel@allenedwin.com

From: Howell Township Treasurer <treasurer@howelltownshipmi.org>
Sent: Tuesday, November 10, 2020 2:06 PM
To: Thomas M. Larabel <tlarabel@allenedwin.com>; Scott Griffith <scott@griffithrealty.com>

AGENDA ITEM

11

Howell Township
Invoice and Check Registers
As of 11/30/2020

User: BRENT KILPELA
DB: Howell Twp

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
131859	BS&A SOFTWARE	11/01/2020	12/01/2020	2,154.00	0.00	Paid	Y
19380	ASSESSING, DEPT, SPEC ASSESS. ANNU	BRENT KILPELA					
	101-265-728.00	COMPUTER SOFTWARE SUPPORT		2,154.00			11/01/2020
01134123173	MUTUAL OF OMAHA INSURANCE COMPANY	10/19/2020	11/10/2020	186.38	0.00	Paid	Y
19381	NOVEMBER 2020	BRENT KILPELA					
	101-265-721.00	TWP HALL LIFE INSURANCE EXPENSE		186.38			11/01/2020
27267	LIVINGSTON LOCK & DOOR, LLC	10/23/2020	11/23/2020	221.00	0.00	Paid	Y
19382	CHANGE LOCKS FOR TWP HALL	BRENT KILPELA					
	101-265-930.00	TWP HALL GROUNDS EQUIP REPAIR EXPENSE		221.00			10/26/2020
11082018-254	GENOA TOWNSHIP DEW	10/20/2020	11/19/2020	8,375.02	0.00	Paid	Y
19383	MHOG UTILITY DEPARTMENT	BRENT KILPELA					
	592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE		8,375.02			10/26/2020
56265	INFRAMARK, LLC	10/22/2020	11/21/2020	25,637.44	0.00	Paid	Y
19384	OCTOBER 2020 MAINTENANCE	BRENT KILPELA					
	592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE		25,637.44			10/26/2020
42	MHOG	10/20/2020	11/20/2020	250,679.34	0.00	Paid	Y
19385	JULY, AUG, SEPT 2020	BRENT KILPELA					
	592-441-803.00	UTILITY BILLING WATER EXPENSE		250,679.34			10/26/2020
204092	SPICER GROUP	10/28/2020	11/26/2020	2,200.00	0.00	Paid	Y
19387	BD Bond Refund	BRENT KILPELA					
	101-000-203.00	BSP19-0001		2,200.00			10/28/2020
202635	SPICER GROUP	10/28/2020	11/26/2020	593.75	0.00	Paid	Y
19388	BD Bond Refund	BRENT KILPELA					
	101-000-203.00	BSP19-0001		593.75			10/28/2020
134460	BOSS ENGINEERING	10/27/2020	11/06/2020	450.00	0.00	Paid	Y
19389	RESET RIGHT OF WAY CORNERS	3102 BO BRENT KILPELA					
	101-447-801.00	ENGINEERING CONTRACTED SVCS EXPENSE		450.00			10/28/2020
10/28/2020	JULIUS DAUS III	10/28/2020	11/15/2020	163.91	0.00	Paid	Y
19390	ZONING EXPENSES	BRENT KILPELA					
	101-209-860.00	ASSESSING MILEAGE & EXPENSES		116.15			10/29/2020
	101-402-900.00	ZONING PRINTING & PUBLICATION EXP		47.76			
82912	MASTER MEDIA	10/19/2020	11/15/2020	277.05	0.00	Paid	Y
19391	OFFICE SUPPLIES	BRENT KILPELA					

User: BRENT KILPELA

DB: Howell Twp

Inv Num

Inv Ref#

Vendor Description

GL Distribution

Inv Date Entered By

Due Date

Inv Amt

Amt Due

Status

Jrnlized Post Date

101-265-727.01

TWP HALL OFFICE SUPPLIES EXPENSE

277.05

11/2/2020
19392
ECONO PRINT
WINTER TAX BILL POSTAGE
101-253-726.01
TWP HALL OFFICE SUPPLIES EXPENSE
11/02/2020
BRENT KILPELA
11/10/2020
1,587.27
0.00
Paid
Y
11/02/2020

61603
19393
MICRO WORKS COMPUTING, INC
COMPUTER SUPPORT, EMAIL ADDRESSES
101-265-728.01
TWP HALL IT SUPPORT EXPENSE
10/27/2020
BRENT KILPELA
11/16/2020
976.50
0.00
Paid
Y
10/29/2020

150560912
19394
AT&T
WWTWP NOV 2020
592-442-850.00
WWTWP TELEPHONE EXPENSE
10/19/2020
BRENT KILPELA
11/10/2020
222.80
0.00
Paid
Y
10/29/2020

517540695210
19401
AT&T
517 540-6952 FOR NOV 2020
592-442-850.00
WWTWP TELEPHONE EXPENSE
10/22/2020
BRENT KILPELA
11/13/2020
84.55
0.00
Paid
Y
11/02/2020

517540124110
19402
AT&T
517 540-1241 FOR NOV 2020
592-442-850.00
WWTWP TELEPHONE EXPENSE
10/22/2020
BRENT KILPELA
11/13/2020
104.84
0.00
Paid
Y
11/02/2020

517546516010
19403
AT&T
517 546-5160 FOR NOV 2020
592-442-850.00
WWTWP TELEPHONE EXPENSE
10/22/2020
BRENT KILPELA
11/13/2020
85.16
0.00
Paid
Y
11/02/2020

517540696310
19404
AT&T
517 540-6963 FOR NOV 2020
592-442-850.00
WWTWP TELEPHONE EXPENSE
10/22/2020
BRENT KILPELA
11/13/2020
104.38
0.00
Paid
Y
11/02/2020

517540694710
19405
AT&T
517 540-6947 FOR NOV 2020
592-442-850.00
WWTWP TELEPHONE EXPENSE
10/22/2020
BRENT KILPELA
11/13/2020
80.88
0.00
Paid
Y
11/02/2020

5311
19406
PERFECT MAINTENANCE
NOVEMBER CLEANING
101-265-775.00
TWP HALL OFFICE CLEANING EXPENSE
10/30/2020
BRENT KILPELA
11/10/2020
175.00
0.00
Paid
Y
11/02/2020

10/22/2020
19407
COMCAST
NOVEMBER 2020
101-265-850.00
TWP HALL TELEPHONE EXPENSE
10/22/2020
BRENT KILPELA
11/12/2020
388.34
0.00
Paid
Y
11/02/2020

US425985
19408
PICTOMETRY INTERNATIONAL INC
2020 FLIGHT CHANGE FINDER PROJECT
10/30/2020
BRENT KILPELA
11/29/2020
3,952.31
0.00
Paid
Y
11/02/2020

User: BRENT KILPELA
DB: Howell Twp

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

11/4/2020	TWP HALL COMPUTER SUPPORT EXPENSE			3,952.31			
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19409	STATE OF MICHIGAN BRENT KILPELA MAO RENEWAL 101-209-957.00	11/04/2020 BRENT KILPELA	11/04/2020	175.00	0.00	Paid	11/04/2020
11/4/2020	ASSESSING DUES & SUBSCRIPTION EXPENSE			175.00			

19410	STATE OF MICHIGAN CAROL MAKUHIK MCAT RENEWAL 101-209-957.00	11/04/2020 BRENT KILPELA	11/04/2020	50.00	0.00	Paid	11/04/2020
11/4/2020	ASSESSING DUES & SUBSCRIPTION EXPENSE			50.00			

4205D	SHARPE'S OUTDOOR SERVICES OCTOBER 2020 101-265-931.00	11/04/2020 BRENT KILPELA	11/30/2020	187.20	0.00	Paid	11/04/2020
19411	SHARPE'S OUTDOOR SERVICES OCTOBER 2020 101-265-931.00	11/04/2020 BRENT KILPELA	11/30/2020	187.20	0.00	Paid	11/04/2020

9344	K & J ELECTRIC, INC SERVICE CALL 592-442-801.00	10/22/2020 BRENT KILPELA	11/05/2020	95.00	0.00	Paid	11/04/2020
19412	K & J ELECTRIC, INC SERVICE CALL 592-442-801.00	10/22/2020 BRENT KILPELA	11/05/2020	95.00	0.00	Paid	11/04/2020

11/5/2020	JEAN GRAHAM CLERK/ELECTION EXPENSES	11/05/2020 BRENT KILPELA	11/05/2020	867.26	0.00	Paid	11/05/2020
19413	JEAN GRAHAM CLERK/ELECTION EXPENSES 101-191-860.00 101-191-727.00 101-265-727.00	11/05/2020 BRENT KILPELA	11/05/2020	85.39 620.24 161.63	0.00	Paid	11/05/2020

517548388810	AT&T 517 548-3888 NOV 2020 592-442-850.00	10/28/2020 BRENT KILPELA	11/19/2020	90.45	0.00	Paid	11/05/2020
19414	AT&T 517 548-3888 NOV 2020 592-442-850.00	10/28/2020 BRENT KILPELA	11/19/2020	90.45	0.00	Paid	11/05/2020

11/5/2020	JONATHAN HOHENSTEIN TREASURER MILEAGE/ZOOM EXPENSES	11/05/2020 BRENT KILPELA	11/05/2020	200.82	0.00	Paid	11/05/2020
19415	JONATHAN HOHENSTEIN TREASURER MILEAGE/ZOOM EXPENSES 101-253-860.00 101-265-728.00	11/05/2020 BRENT KILPELA	11/05/2020	84.24 116.58	0.00	Paid	11/05/2020

11/3/2020	DEBRA JOHNSON ELECTION EXPENSES	11/03/2020 BRENT KILPELA	11/05/2020	158.35	0.00	Paid	11/05/2020
19416	DEBRA JOHNSON ELECTION EXPENSES 101-191-860.00 101-191-727.00	11/03/2020 BRENT KILPELA	11/05/2020	18.40 139.95	0.00	Paid	11/05/2020

51658037	TETRA TECH INC BD Bond Refund 101-000-203.00	11/05/2020 BRENT KILPELA	11/23/2020	8,165.00	0.00	Paid	11/05/2020
19417	TETRA TECH INC BD Bond Refund 101-000-203.00	11/05/2020 BRENT KILPELA	11/23/2020	8,165.00	0.00	Paid	11/05/2020

11/09/2020	STAMM, DAVID & ELIZABETH UB refund for account: 0627304001 592-000-214.89	11/09/2020 BRENT KILPELA	11/16/2020	28.05	0.00	Paid	11/09/2020
19418	STAMM, DAVID & ELIZABETH UB refund for account: 0627304001 592-000-214.89	11/09/2020 BRENT KILPELA	11/16/2020	28.05	0.00	Paid	11/09/2020

11/09/2020	SEWER METERED			28.05	0.00	Paid	11/09/2020
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User: BRENT KILPELA
DB: Howell Twp

Inv Num	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
11/09/2020	HALL, SANDRA	11/09/2020	11/16/2020	88.88	0.00	Paid	Y
19419	UB refund for account: 0613301112 BRENT KILPELA 592-000-214.89 SEWER METERED			88.88			11/09/2020
55471	FAHEY SCHULTZ BURZYCH RHODES PLC GENERAL	11/03/2020	12/03/2020	1,116.90	0.00	Paid	Y
19420	101-268-801.01 TWP AT LARGE LEGAL EXPENSE			1,116.90			11/10/2020
55472	FAHEY SCHULTZ BURZYCH RHODES PLC	11/03/2020	12/03/2020	150.00	0.00	Paid	Y
19421	OAKLAND TACTICAL SUPPLY 101-268-801.01			150.00			11/10/2020
55473	FAHEY SCHULTZ BURZYCH RHODES PLC	11/03/2020	12/03/2020	1,395.00	0.00	Paid	Y
19422	RAINBOW 101-268-801.01			1,395.00			11/10/2020
55474	FAHEY SCHULTZ BURZYCH RHODES PLC	11/03/2020	12/03/2020	2,613.00	0.00	Paid	Y
19423	ZONING 101-268-801.01			2,613.00			11/10/2020
PA0034227	MICHIGAN.COM SUBSCRIPTION 12/1/20 - 11/30/21	11/09/2020	12/01/2020	264.02	0.00	Paid	Y
19424	101-265-727.01 TWP HALL OFFICE SUPPLIES EXPENSE			264.02			11/10/2020
DBJS968	IRON MOUNTAIN SHREDDING FEE	10/31/2020	11/30/2020	4.05	0.00	Paid	Y
19425	101-265-775.00 TWP HALL OFFICE CLEANING EXPENSE			4.05			11/10/2020
200132510671	DTE ENERGY STREETLIGHTS	11/02/2020	12/10/2020	538.34	0.00	Paid	Y
19426	101-268-920.00 TWP AT LARGE STREETLIGHT EXPENSE			538.34			11/10/2020
82970	MASTER MEDIA ADDRESS LABELS	10/30/2020	12/01/2020	102.36	0.00	Paid	Y
19427	101-265-727.01 TWP HALL OFFICE SUPPLIES EXPENSE			102.36			11/10/2020
11/4/2020	DTE ENERGY 1009 N BURKHART NOV 2020	11/04/2020	11/30/2020	145.64	0.00	Paid	Y
19428	592-442-920.00 WWTW ELECTRICITY EXPENSE			145.64			11/10/2020
11/04/2020	DTE ENERGY 391 N BURKHART NOV 2020	11/04/2020	11/30/2020	166.52	0.00	Paid	Y
19429	592-442-920.00 WWTW ELECTRICITY EXPENSE			166.52			11/10/2020

User: BRENT KILPELA
 DB: Howell Twp

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Unlized Post Date
11/4/2020	DTE ENERGY	11/04/2020	11/25/2020	381.71	0.00	Paid	Y 11/10/2020
19430	2571 OAKGROVE NOV 2020 592-442-920.00	BRENT KILPELA WWTWP ELECTRICITY EXPENSE		381.71			
2158850	CARLISTE WORTMAN ASSOC, INC.	11/11/2020	11/23/2020	280.00	0.00	Paid	Y 11/11/2020
19431	BD Bond Refund 101-000-203.00	BRENT KILPELA BSE20-0003		280.00			
2158851	CARLISTE WORTMAN ASSOC, INC.	11/11/2020	12/11/2020	580.00	0.00	Paid	Y 11/11/2020
19432	ZONING ORDINANCES 101-400-801.00	BRENT KILPELA PLANNING-CONTRACTED PLANNER EXPENSE		580.00			
2158849	CARLISTE WORTMAN ASSOC, INC.	11/11/2020	12/11/2020	395.00	0.00	Paid	Y 11/11/2020
19433	GENERAL CONSULTATION 101-400-801.00	BRENT KILPELA PLANNING-CONTRACTED PLANNER EXPENSE		395.00			
11/16/2020	HOWELL PUBLIC SCHOOLS	11/16/2020	11/16/2020	1,350.54	0.00	Paid	Y 11/16/2020
19434	2020 SUMMER TAXES 11/1 - 11/15 703-000-225.00	BRENT KILPELA TAX DUE TO HOWELL SCHLS DEBT SUMMER		1,350.54			
11/16/2020	HOWELL PUBLIC SCHOOLS	11/16/2020	11/16/2020	1,419.60	0.00	Paid	Y 11/16/2020
19435	2020 SUMMER TAXES 11/1 - 11/15 703-000-225.01	BRENT KILPELA TAX DUE TO HOWELL SCHLS OPER SUMMER		1,419.60			
11/16/2020	LIVINGSTON COUNTY TREASURER	11/16/2020	11/16/2020	2,656.81	0.00	Paid	Y 11/16/2020
19436	2020 SUMMER TAXES 11/1 - 11/15 703-000-228.01	BRENT KILPELA TAX DUE TO COUNTY SET SUMMER		2,656.81			
11/16/2020	LIV EDUC SERVICE AGENCY	11/16/2020	11/16/2020	1,447.37	0.00	Paid	Y 11/16/2020
19437	2020 SUMMER TAXES 11/1 - 11/15 703-000-227.00	BRENT KILPELA TAX DUE TO IESA SUMMER		1,447.37			
11/16/2020	LIVINGSTON COUNTY TREASURER	11/16/2020	11/16/2020	1,450.81	0.00	Paid	Y 11/16/2020
19438	2020 SUMMER TAXES 11/1 - 11/15 703-000-228.00	BRENT KILPELA TAX DUE TO COUNTY SUMMER		1,450.81			
20210988	MISS DIG SYSTEMS INC	11/16/2020	11/23/2020	1,533.38	0.00	Paid	Y 11/16/2020
19439	MEMBERSHIP FEE 592-442-962.00	BRENT KILPELA WWTWP MISS DIG FEES EXPENSE		1,533.38			
57270	INFRAMARK, LLC	11/13/2020	12/13/2020	29,058.27	0.00	Paid	Y 11/16/2020
19440	WWTWP NOVEMBER 2020 592-442-801.00	BRENT KILPELA WWTWP CONTRACTED SERVICES EXPENSE		29,058.27			

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						

11/10/2020	DTE ENERGY	11/10/2020	12/02/2020	218.90	0.00	Paid	Y
19441	1575 N BURKHART NOV 2020	BRENT KILPELA					
	592-442-920.00	WWTW ELECTRICITY EXPENSE		218.90			11/16/2020

11/10/2020	DTE ENERGY	11/10/2020	12/02/2020	297.42	0.00	Paid	Y
19442	1034 AUSTIN CT NOV 2020	BRENT KILPELA					
	592-442-920.00	WWTW ELECTRICITY EXPENSE		297.42			11/16/2020

11/10/2020	DTE ENERGY	11/10/2020	12/02/2020	216.03	0.00	Paid	Y
19443	2559 W GRAND RIVER NOV 2020	BRENT KILPELA					
	592-442-920.00	WWTW ELECTRICITY EXPENSE		216.03			11/16/2020

11/10/2020	DTE ENERGY	11/10/2020	12/02/2020	188.90	0.00	Paid	Y
19444	2700 TOOLEY RD NOV 2020	BRENT KILPELA					
	592-442-920.00	WWTW ELECTRICITY EXPENSE		188.90			11/16/2020

11/10/2020	DTE ENERGY	11/10/2020	12/02/2020	178.03	0.00	Paid	Y
19445	3888 OAKGROVE NOV 2020	BRENT KILPELA					
	592-442-920.00	WWTW ELECTRICITY EXPENSE		178.03			11/16/2020

11/10/2020	DTE ENERGY	11/10/2020	12/02/2020	4,267.34	0.00	Paid	Y
19446	1222 PACKARD DR NOV 2020	BRENT KILPELA					
	592-442-920.00	WWTW ELECTRICITY EXPENSE		4,267.34			11/16/2020

530361893	UIS SCADA	11/13/2020	12/13/2020	367.50	0.00	Paid	Y
19447	SERVICE CALL	BRENT KILPELA					
	592-442-801.00	WWTW CONTRACTED SERVICES EXPENSE		367.50			11/16/2020

11/10/2020	DTE ENERGY	11/10/2020	12/02/2020	501.77	0.00	Paid	Y
19448	TWP HALL NOV 2020	BRENT KILPELA					
	101-265-920.00	TWP HALL ELECTRICITY EXPENSE		501.77			11/16/2020

11/08/2020	ACCIDENT FUND OF MICHIGAN	11/08/2020	12/01/2020	2,955.00	0.00	Paid	Y
19449	WORK COMP 12/1/2020-12/1/2021	BRENT KILPELA					
	101-265-822.00	TWP HALL INSURANCE & BOND EXPENSE		2,955.00			11/16/2020

3214	COMPLETE OUTDOOR SERVICES, INC.	11/09/2020	11/24/2020	1,093.50	0.00	Paid	Y
19450	CEMETERY MAINT (6&7 OF 7)	BRENT KILPELA					
	101-276-931.00	GROUPS CARE & MAINT.		1,093.50			11/16/2020

0003581232	LIVINGSTON DAILY PRESS & ARGUS	11/12/2020	11/20/2020	110.00	0.00	Paid	Y
19451	OCTOBER PUBLICATIONS	BRENT KILPELA					
	101-191-900.00	ELECTION PRINT & PUBL EXPENSE		60.00			11/16/2020

User: BRENT KILPELA
DB: Howell Twp

Inv Num	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
82996	MASTER MEDIA	11/09/2020	12/09/2020	197.23	0.00	Paid	Y 11/16/2020
19452	OFFICE SUPPLIES 101-265-727.01	BRENT KILPELA TWP HALL OFFICE SUPPLIES EXPENSE		197.23			
11/13/2020	DTE ENERGY	11/13/2020	12/07/2020	38.84	0.00	Paid	Y 11/23/2020
19453	271 E HIGHLAND NOV 2020	BRENT KILPELA		38.84			
202786365460	592-442-920.00	WWTW ELECTRICITY EXPENSE					
19454	CONSUMERS ENERGY	11/12/2020	12/08/2020	41.50	0.00	Paid	Y 11/23/2020
205278125194	391 N BURKHART NOV 2020	BRENT KILPELA		41.50			
19455	592-442-922.00	WWTW NATURAL GAS EXPENSE					
4067464537	CONSUMERS ENERGY	11/12/2020	12/08/2020	241.22	0.00	Paid	Y 11/23/2020
19456	1222 PACKARD DR NOV 2020	BRENT KILPELA		241.22			
642182	592-442-922.00	WWTW NATURAL GAS EXPENSE					
19457	CINTAS CORPORATION #725	11/17/2020	12/10/2020	71.24	0.00	Paid	Y 11/23/2020
2897	BLUE MATS	BRENT KILPELA		71.24			
19458	101-265-775.00	TWP HALL OFFICE CLEANING EXPENSE					
517552195611	CULLIGAN WATER	11/20/2020	12/20/2020	43.74	0.00	Paid	Y 11/23/2020
19459	5 JUGS OF WATER	BRENT KILPELA		43.74			
2928	101-265-727.00	TWP HALL KITCHEN/BATH SUPPLIES EXPENSE					
19458	TRUE VALUE HARDWARE	11/18/2020	12/15/2020	66.97	0.00	Paid	Y 11/23/2020
19459	HAND SANITIZER, TRASH BAGS, LUBRIC	BRENT KILPELA		66.97			
517552195611	592-442-956.00	WWTW MISCELLANEOUS EXPENSE					
19460	TRUE VALUE HARDWARE	11/20/2020	12/15/2020	36.46	0.00	Paid	Y 11/23/2020
207057437086	KEYS, KEY RING	BRENT KILPELA		36.46			
19461	592-442-956.00	WWTW MISCELLANEOUS EXPENSE					
7332627	AT&T	11/13/2020	12/03/2020	60.20	0.00	Paid	Y 11/23/2020
19462	517-552-1956 FOR NOV 2020	BRENT KILPELA		60.20			
19462	592-442-922.00	WWTW TELEPHONE EXPENSE					
19462	CONSUMERS ENERGY	11/13/2020	12/09/2020	100.28	0.00	Paid	Y 11/23/2020
19462	2571 OAKGROVE NOV 2020	BRENT KILPELA		100.28			
19462	592-442-922.00	WWTW NATURAL GAS EXPENSE					
19462	GABRIDGE & COMPANY, PLC	11/19/2020	12/19/2020	4,700.00	0.00	Paid	Y 11/23/2020
19462	PROGRESS BILLING 6/30/2020 AUDIT	BRENT KILPELA		4,700.00			

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
	101-000-237.00		AUDIT PAYABLE	4,700.00			

8166	LIVINGSSTON COUNTY CLERK	11/17/2020	12/17/2020	1,904.93	0.00	Paid	Y
19463	ELECTIONS PROGRAMMING, PUBLICATION	BRENT KILPELA					
	101-191-930.00		ELECTION EQUIPMENT REPAIR EXPENSE	1,806.60			11/23/2020
	101-191-900.00		ELECTION PRINT & PUBL EXPENSE	98.33			

205456120162	CONSUMERS ENERGY	11/13/2020	12/09/2020	128.47	0.00	Paid	Y
19464	TWP HALL NOV 2020	BRENT KILPELA					
	101-265-922.00		TWP HALL NATURAL GAS EXPENSE	128.47			11/23/2020

# of Invoices:	78	# Due:	0	Totals:	373,880.72	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

373,880.72
Copies w/ the Check Register
BK

Net of Invoices and Credit Memos: 373,880.72 0.00

--- TOTALS BY FUND ---

101 - GENERAL FUND	42,273.69	0.00
592 - SWR/WTR	323,281.90	0.00
703 - TAX FUND	8,325.13	0.00

--- TOTALS BY DEPT/ACTIVITY ---

000 - OTHER	24,380.81	0.00
101 - TOWNSHIP BOARD	50.00	0.00
191 - ELECTIONS	2,828.91	0.00
209 - ASSESSING	341.15	0.00
253 - TREASURER	1,671.51	0.00
265 - TOWNSHIP HALL	13,063.87	0.00
268 - TOWNSHIP AT LARGE	5,813.24	0.00
276 - CEMETERY	1,093.50	0.00
400 - PLANNING COMMISSION	975.00	0.00
402 - ZONING ADMINISTRATION	47.76	0.00
441 - UTILITY BILLING	250,679.34	0.00
442 - WWTP	72,485.63	0.00
447 - ENGINEERING	450.00	0.00

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL FUND CHECKING				
11/05/2020	GEN	101001686(E)	COMCAST	388.34
11/05/2020	GEN	101001687(E)	LIVINGSTON LOCK & DOOR, LLC	221.00
11/05/2020	GEN	17640	BOSS ENGINEERING	450.00
11/05/2020	GEN	17641	BS&A SOFTWARE	2,154.00
11/05/2020	GEN	17642	JULIUS DAUS III	163.91
11/05/2020	GEN	17643	DEBRA JOHNSON	158.35
11/05/2020	GEN	17644	ECONO PRINT	1,587.27
11/05/2020	GEN	17645	JEAN GRAHAM	867.26
11/05/2020	GEN	17646	JONATHAN HOHENSTEIN	200.82
11/05/2020	GEN	17647	MASTER MEDIA	277.05
11/05/2020	GEN	17648	MICRO WORKS COMPUTING, INC	976.50
11/05/2020	GEN	17649	MUTUAL OF OMAHA INSURANCE COMPANY	186.38
11/05/2020	GEN	17650	PERFECT MAINTENANCE	175.00
11/05/2020	GEN	17651	PICTOMETRY INTERNATIONAL INC	3,952.31
11/05/2020	GEN	17652	SHARPE'S OUTDOOR SERVICES	187.20
11/05/2020	GEN	17653	SPICER GROUP	2,793.75
11/05/2020	GEN	17654	STATE OF MICHIGAN	225.00
11/23/2020	GEN	101001688(E)	CONSUMERS ENERGY	128.47
11/23/2020	GEN	101001689(E)	DTE ENERGY	501.77
11/23/2020	GEN	17655	ACCIDENT FUND OF MICHIGAN	2,955.00
11/23/2020	GEN	17656	CARLISLE WORTMAN ASSOC, INC.	1,255.00
11/23/2020	GEN	17657	CINTAS CORPORATION #725	71.24
11/23/2020	GEN	17658	COMPLETE OUTDOOR SERVICES, INC.	1,093.50
11/23/2020	GEN	17659	CULLIGAN WATER	43.74
11/23/2020	GEN	17660	FAHEY SCHULTZ BURZYCH RHODES PLC	5,274.90
11/23/2020	GEN	17661	GABRIDGE & COMPANY, PLC	4,700.00
11/23/2020	GEN	17662	IRON MOUNTAIN	4.05
11/23/2020	GEN	17663	LIVINGSTON COUNTY CLERK	1,904.93
11/23/2020	GEN	17664	LIVINGSTON DAILY PRESS & ARGUS	110.00
11/23/2020	GEN	17665	MICHIGAN.COM	264.02
11/23/2020	GEN	17666	MASTER MEDIA	299.59
11/23/2020	GEN	17667	TETRA TECH INC	8,165.00
11/23/2020	GEN	17668	DTE ENERGY	538.34

GEN TOTALS:

Total of 33 Checks:	42,273.69
Less 0 Void Checks:	0.00
Total of 33 Disbursements:	42,273.69

Bank TAX TAX CHECKING

11/16/2020	TAX	5463	HOWELL PUBLIC SCHOOLS	1,350.54
11/16/2020	TAX	5464	HOWELL PUBLIC SCHOOLS	1,419.60
11/16/2020	TAX	5465	LIV EDUC SERVICE AGENCY	1,447.37
11/16/2020	TAX	5466	LIVINGSTON COUNTY TREASURER	2,656.81
11/16/2020	TAX	5467	LIVINGSTON COUNTY TREASURER	1,450.81

TAX TOTALS:

Total of 5 Checks:	8,325.13
Less 0 Void Checks:	0.00
Total of 5 Disbursements:	8,325.13

Bank UTYCK UTILITY CHECKING

11/05/2020	UTYCK	2711	GENOA TOWNSHIP DPW	8,375.02
11/05/2020	UTYCK	2712	INFRAMARK, LLC	25,637.44
11/05/2020	UTYCK	2713	K & J ELECTRIC, INC	95.00
11/05/2020	UTYCK	2714	MHOG	250,679.34
11/05/2020	UTYCK	590003234(E)	AT&T	222.80
11/05/2020	UTYCK	590003235(E)	AT&T	84.55
11/05/2020	UTYCK	590003236(E)	AT&T	104.84
11/05/2020	UTYCK	590003237(E)	AT&T	85.16
11/05/2020	UTYCK	590003238(E)	AT&T	104.38
11/05/2020	UTYCK	590003239(E)	AT&T	80.88
11/05/2020	UTYCK	590003240(E)	AT&T	90.45
11/23/2020	UTYCK	2715	INFRAMARK, LLC	29,058.27
11/23/2020	UTYCK	2716	STAMM, DAVID & ELIZABETH	28.05
11/23/2020	UTYCK	2717	HALL, SANDRA	88.88
11/23/2020	UTYCK	2718	MISS DIG SYSTEMS INC	1,533.38
11/23/2020	UTYCK	2719	TRUE VALUE HARDWARE	103.43
11/23/2020	UTYCK	2720	UIS SCADA	367.50
11/23/2020	UTYCK	590003241(E)	AT&T	60.20
11/23/2020	UTYCK	590003242(E)	CONSUMERS ENERGY	41.50
11/23/2020	UTYCK	590003243(E)	CONSUMERS ENERGY	241.22

Check Date	Bank	Check	Vendor Name	Amount
11/23/2020	UTYCK	590003244 (E)	CONSUMERS ENERGY	100.28
11/23/2020	UTYCK	590003245 (E)	DTE ENERGY	145.64
11/23/2020	UTYCK	590003246 (E)	DTE ENERGY	166.52
11/23/2020	UTYCK	590003247 (E)	DTE ENERGY	381.71
11/23/2020	UTYCK	590003248 (E)	DTE ENERGY	218.90
11/23/2020	UTYCK	590003249 (E)	DTE ENERGY	297.42
11/23/2020	UTYCK	590003250 (E)	DTE ENERGY	216.03
11/23/2020	UTYCK	590003251 (E)	DTE ENERGY	188.90
11/23/2020	UTYCK	590003252 (E)	DTE ENERGY	178.03
11/23/2020	UTYCK	590003253 (E)	DTE ENERGY	4,267.34
11/23/2020	UTYCK	590003254 (E)	DTE ENERGY	38.84

UTYCK TOTALS:

Total of 31 Checks:	323,281.90
Less 0 Void Checks:	0.00
Total of 31 Disbursements:	323,281.90

REPORT TOTALS:

Total of 69 Checks:	373,880.72
Less 0 Void Checks:	0.00
Total of 69 Disbursements:	373,880.72

*(Agrees with Invoice
Register BK*