

# AGENDA ITEM

5A

**HOWELL TOWNSHIP REGULAR BOARD  
MEETING MINUTES**  
3525 Byron Road  
Howell, MI 48855  
October 11, 2021  
6:30 P.M.

**MEMBERS PRESENT:**

Mike Coddington	Supervisor
Jean Graham	Clerk
Jonathan Hohenstein	Treasurer
Matthew Counts	Trustee
Harold Melton	Trustee
Mike Newstead	Trustee
Jeff Smith	Trustee (Arrival time 6:45)

**MEMBERS ABSENT:**

None

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

All rose for the Pledge of Allegiance.

**APPROVAL OF THE AGENDA:**

October 11, 2021

**MOTION** by Melton, seconded by Hohenstein, **"TO APPROVE THE OCTOBER 11, 2021 AGENDA AS AMENDED: ADD UNDER 8C - AMENDED WATER SERVICE CHARGES PURSUANT TO ORDINANCE 181 RESOLUTION #10.11.497."** Discussion followed. Motion carried.

**APPROVAL OF BOARD MEETING MINUTES:**

September 13, 2021

A) REGULAR BOARD MEETING MINUTES

**MOTION** by Hohenstein, seconded by Melton, **"TO APPROVE THE SEPTEMBER, 2021 REGULAR MEETING MINUTES AS PRESENTED."** Discussion followed. Motion carried. (See September 13, 2021 Regular Meeting Minutes.)

**CORRESPONDENCE:**

Capital Group/American Funds Summary Prospectus October 1, 2021. No questions.

**CALL TO THE PUBLIC:**

No Response

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

A. MiSIGNAL

Josh Rowe, a part owner of MiSignal gave a presentation to the Howell Township Board. The presentation included an overview of his company, services and what they have to offer Howell Township residents. A need has previously been established for such services in Howell Township. A letter of understanding was received by the board prior to the meeting summarizing the details of a proposed arrangement between Howell Township

- EMS Contract- Howell Township has received a contract from Livingston County EMS to hold election services at their complex. The contract will allow the Township access to the rooms for three days for a fee of \$100.00. Contract has been turned over to the Township lawyers for review.
- Board approval was asked for Graham and Deputy Clerk Murrish to attend four online training classes/recordings at \$25.00 each for a total cost of \$100.00. **MOTION** by Hohenstein, seconded by Counts to **“APPROVE CURRENT CLASS AND FUTURE CLASSES FOR THE CLERK’S DEPARTMENT AS REQUESTED.”** Discussion followed. Motion carried.
- ZBA Meeting- Joe Daus has requested a change in Zoning Board of Appeal’s meeting dates to the 3<sup>rd</sup> Tuesday of the month.
- A review of all calendars within the meeting packet was done and no changes are needed.
- Board Alternates and Member Changes are as follows:
  - M. Newstead – Appointed Planning Commission Board Alternate
  - J. Smith – Removed from the Planning Commission Board Member Alternate
  - J. Smith – Appointed Zoning Board of Appeals Member
  - H. Melton – Appointed Zoning Board of Appeals Alternate

**MOTION** by Hohenstein, seconded by Counts to **“TO ACCEPT ALL CHANGES TO BOARD ALTERNATES, BOARD MEMBERS AND NEW ZBA MEETING DATE AS PRESENTED.”** Discussion followed. Motion carried.

D. ZONING:

(See Zoning Administrator Daus’s prepared written report)

E. ASSESSING:

(See Assessor Kilpela’s prepared written report)

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following items)

- Turnout Gear- Ten new sets of turnout gear will be purchased.

G. MHOG:

(Trustee Counts/Coddington reported on the following items.)

- Chestnut Crossing-Retention Pond issues and water service update.
- Pineview Village- Hometown Village in Marion Township had a case dismissed in federal court and is now in circuit court with a similar case as Pineview Village.
- Padnos- MHOG declined request to provide water service.
- Tamarack Place- Update regarding the installation of the water service line.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- Hydraulic Drive- Re-zoning ten-acre parcel on Hydraulic Drive for outside storage.
- Credit Union on M-59- Re-zoning and site plan approval.
- Post cards will go out to all homeowners asking them to complete a master plan survey.
- Walking Path Study has been approved. No building was approved.
- M-59 and Oak Grove Road studies have been sent to MDOT for a left turn signal review.

I. ZONING BOARD OF APPEALS (ZBA):

- No report.

J. WWTP:

- Waste Water Treatment Plant Manager, Matthew Holtz, gave the board a summary of the September 28, 2021 WWTP Meeting. He also gave a progress update on violations issued to the treatment plant.
- Mr. Holtz took questions and comments from the Board.
- Treasurer Hohenstein asked Mr. Holtz to forward any reports he receives from the State regarding outstanding violations to the Board.

K. HAPRA:

(Clerk Graham reported on the following items)

- A discussion was held regarding Howell City Park and boat launch passes.
- No new contract has been signed with HAPRA.
- Clerk Graham listed the following upcoming events held by HAPRA:
  - Operation Catch Me If You Can- An Alien Scavenger Hunt
  - Legend of Sleepy Howell
  - Headless Horseman 5K

L. PROPERTY COMMITTEE

(Treasurer Hohenstein reported on the following items)

- Annex Group- All special assessments and connection fees have been paid in full.
- Bonds- Brent Kilpela is looking into what cost savings if any would be involved in paying bonds off early.
- Pineview Village- HOA to meet soon, Township updates from HOA soon.

**CALL TO THE PUBLIC:**

Debby Johnson, 1760 Layton Road, Fowlerville MI 48836

- Mrs. Johnson addressed the Board regarding human resource issues and concerns she had on how her letter of resignation was handled.

**DISBURSEMENTS: REGULAR AND CHECK REGISTER:**

MOTION by Hohenstein, seconded by Newstead, to **"TO APPROVE THE REGULAR DISBURSEMENTS AS PRESENTED AND ANY NORMAL AND CUSTOMARY PAYMENTS FOR THE MONTH."** Motion carried.

**ADJOURNMENT:** MOTION by Hohenstein, seconded by Newstead, **"TO ADJOURN."** Motion carried. The meeting adjourned (7:47 pm)

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

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

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

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

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

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

\_\_\_\_\_  
Teresa Murrish, Recording Secretary

and MiSignal to extend high-speed broadband internet throughout the Township. A discussion which included a question-and-answer session followed the presentation. MiSignal will commit at least \$350,000.00 to the project as long as Howell Township commits \$350,000.00 of ARPA funds. High-speed broadband services for residential homes will not exceed \$75.00 per month and will start at a rate of \$70.00 per home per month. There will be no initial hookup fees to bring the service to homes. The project will start with the unserved areas within the Township first, taking up to 6 months to complete those area. It is projected the entire project will take 18 months to complete.

**MOTION** by Graham, seconded by Newstead to **"MAKE A RECOMMENDATION TO ACCEPT THIS LETTER OF UNDERSTANDING FROM MISIGNAL OF HOWELL FOR FIBER OPTIC BROADBAND PROJECT IN HOWELL TOWNSHIP AS WRITTEN."** Discussion followed. Motion carried.

**MOTION** by Counts, seconded by Graham to **"SUSPEND ALL CONTRACT AGREEMENTS WITH COMCAST RELATED TO BROADBAND CONSTRUCTION WITH HOWELL TOWNSHIP."** Discussion followed. **MOTION AMENDED TO READ AS FOLLOW:** **MOTION** by Counts, seconded by Graham to **"SUSPEND ALL NEW BUILDOUT AGREEMENTS WITH COMCAST THAT WERE CREATED IN 2021."** Discussion followed. Motion carried.

#### B. BUDGET AMENDMENTS - GENERATOR

Clerk Graham reviewed the General Funds worksheet in the meeting packet. She reminded the board that the actual Ion generator and installation of said generator has been previously approved by the board on September 13, 2021. Graham asked the Board for a motion for approval on the amendment for the generator. Discussion was held regarding a natural gas meter upgrade for the new flow rate. **MOTION** by Counts, seconded by Hohenstein **"TO INCREASE THE TOWNSHIP AT LARGE CAPITAL OUTLAY BUDGET TO \$35,000.00 TO COVER THE APPROVED GENERATOR AND INSTALLATION."** Discussion followed. Motion carried.

#### C. WATER SERVICE RESOLUTION

Treasurer Hohenstein explained to the Board MHOG had increased their water rate and the old resolution wording did not allow for automatic increases which will require a new resolution. The new resolution would include the wording for the automatic increase that would accrue in the future. **MOTION** by Hohenstein, seconded by Melton to **"TO ACCEPT RESOLUTION 10.21.497 AMENDED WATER SERVICE CHARGES PURSUANT TO ORDINANCE #181 AS PRESENTED."** Discussion followed. A roll-call vote was taken: Hohenstein – yes, Smith – yes, Counts – yes, Newstead – yes, Coddington – yes, Graham – yes, Melton – yes. Motion passes 7 to 0.

#### REPORTS:

##### A. SUPERVISOR:

(Supervisor Coddington reported on the following items)

- MHOG Water Issues Update.
- Discussion held on Tanger Outlet's interest in removing some of the end buildings and put in multifamily housing.

##### B. TREASURER:

(Treasurer Hohenstein reported on the following items)

- Hohenstein reviewed the G2G Cloud Solutions Summary for the quarter.

##### C. CLERK:

(Clerk Graham reported on the following items)

# AGENDA ITEM

8A

## Howell Township Clerk

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**From:** Tim Church <TChurch@howellrecreation.org>  
**Sent:** Wednesday, October 20, 2021 2:16 PM  
**To:** Howell Township Clerk  
**Subject:** HAPRA budget presentation  
**Attachments:** HAPRA Counts.pdf; 2022 proposed budget.pdf

Good Afternoon Jean,

Can HAPRA's budget be added to the November 8th board meeting for Howell Township?

Thanks

**TIM CHURCH**  
Executive Director  
**HOWELL**  
recreation  
Direct Line 517.579.2860

HAPRA 2022 PROPOSED BUDGET SUMMARY

Dept #	Department Name	Revenue	Expense
208	ADMINISTRATIVE	710,050.00	710,050.00
214	SPORTS	150,250.00	150,250.00
216	SPECIAL EVENTS	126,250.00	126,250.00
217	PRESCHOOL	54,980.00	54,980.00
218	WELLNESS/SENIORS	109,250.00	109,250.00
219	DAY CAMP	54,750.00	54,750.00
221	YOUTH SERVICES	85,403.47	85,403.47
223	DOG PARK	20,961.00	20,961.00
	TOTALS:	1,311,894.47	1,311,894.47



GL NUMBER	DESCRIPTION	2,021 Approved	2022 PROPOSED
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Fund 208 - PARKS & REC AUTHORITY

Revenues

Dept 751 - RECREATION / PARKS DEPARTMENT

208-751-587.001	PK/RC MARION TWP PARTICIPATION	110,000.00	113,500.00
208-751-587.002	PK/RC GENOA TWP PARTICIPATION	110,000.00	113,500.00
208-751-587.003	PK/RC OCEOLA TWP PARTICIPATION	110,000.00	113,500.00
208-751-587.005	PK/RC HOWELL CITY PARTICIPATION	110,000.00	113,500.00
208-751-587.006	PK/RC HOWELL TWP PARTICIPATION	110,000.00	113,500.00
208-751-587.100	PK/RC NONRESIDENT MEMBERSHIP	4,000.00	0.00
208-751-650.106	FACILITY MEMBERSHIPS	25,000.00	40,000.00
208-751-651.020	BENNETT BLDG RENTAL FEES	14,500.00	0.00
208-751-651.026	GYMNASIUM RENTALS	14,500.00	12,000.00
208-751-651.022	OCEOLA BLDG RENTAL FEES	30,000.00	35,000.00
208-751-665.000	INVESTMENT INTEREST	300.00	300.00
208-751-671.002	MISC REVENUES	250.00	250.00
208-751-675.055	BEACH MANAGEMENT FEES	4,000.00	0.00
208-751-675.075	DOG PARK MAINT SERV FEES	5,000.00	5,000.00
208-751-678.010	SPONSORSHIP		50,000.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		647,550.00	710,050.00
TOTAL REVENUES		647,550.00	710,050.00

Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT

208-751-702.001	SAL & WAGES DIRECTOR	66,000.00	66,000.00
208-751-702.003	SAL & WAGES - BUSINESS MANAGER	35,500.00	40,000.00
208-751-702.004	SAL & WAGES - OPERATIONS MGR	33,500.00	36,480.00
208-751-702.024	SAL & WAGES -MARKETING	37,960.00	23,530.00
208-751-702.030	SAL & WAGES FRONT OFFICE	73,000.00	76,128.00
208-751-702.034	SAL & WAGE FACILITIES MAINT/COORD	45,000.00	45,000.00
208-751-713.000	EMPLOYER SHARE FICA	22,260.00	19,000.00
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	13,000.00	16,400.00
208-751-714.002	EMP DISABILITY /LIFE INSURANCE	2,400.00	2,400.00
208-751-714.004	ICMA RETIREMENT	21,000.00	19,028.00
208-751-727.000	OFFICE SUPPLIES	1,500.00	1,500.00
208-751-730.000	POSTAGE	3,000.00	3,000.00
208-751-740.000	OPERATING SUPPLIES - GENL	3,000.00	3,000.00
208-751-740.026	OPERATING SUPPLIES SHIRTS/BADGES	2,000.00	2,000.00
208-751-751.000	GASOLINE & DIESEL FUEL	1,200.00	2,500.00
208-751-801.000	PROFESSIONAL SERVICES	30,000.00	30,000.00
208-751-804.000	CONTRACTUAL SERVICES	13,000.00	3,000.00

208-751-840.000	DUES, SUBSCRIPTIONS & MEMBERSHIP	5,000.00	5,000.00
208-751-850.000	COMMUNICATION - TELEPHONES		8,500.00
208-751-850.008	COMMUNICATION - INTERNET & CABLE	19,200.00	14,000.00
208-751-850.030	COMMUNICATIONS INTERNET YOUTH C	1,200.00	4,800.00
208-751-860.000	TRAVEL	2,500.00	3,500.00
208-751-900.000	MARKETING, PRINTING & PUBLISHING	4,000.00	4,000.00
208-751-910.000	INSURANCE	50,000.00	33,000.00
208-751-920.000	UTILITIES - ELECTRICITY BENNETT	6,500.00	6,500.00
208-751-920.001	UTILITIES - GAS BENNETT	5,500.00	5,500.00
208-751-920.002	UTILITIES - WAT / SEW BENNETT	1,800.00	1,800.00
208-751-920.003	UTILITIES - RUBBISH BENNETT	700.00	700.00
208-751-920.012	UTILITIES - ELEC/OCEOLA	15,600.00	48,000.00
208-751-920.013	UTILITIES - GAS/OCEOLA	12,000.00	22,000.00
208-751-920.014	UTILITIES - WATER/OCEOLA	3,600.00	1,000.00
208-751-920.015	UTILITIES - RUBBISH/OCEOLA	1,500.00	700.00
208-751-930.000	GROUNDS MAINTENANCE BENNETT	4,000.00	4,000.00
208-751-930.006	REPAIR & MAINT - VEHICLES	500.00	500.00
208-751-930.014	GROUND MAINTENANCE OCEOLA	25,000.00	32,000.00
208-751-931.000	BLDG R & M AND SUPPLIES BENNETT	6,000.00	8,000.00
208-751-931.014	BLDG R & M OCEOLA	12,000.00	15,000.00
208-751-940.000	EQUIPMENT RENTAL	10,000.00	22,000.00
208-751-940.040	OCEOLA RENT		24,000.00
208-751-956.000	MISCELLANEOUS	1,000.00	1,000.00
208-751-956.003	BANK CHARGES & FEES	6,000.00	6,000.00
208-751-957.000	EDUCATION / TRAINING	2,000.00	1,000.00
208-751-970.000	CAPITAL OUTLAY / EQUIPMENT	20,630.00	12,084.00
208-751-980.000	OFFICE EQUIPMENT	12,000.00	4,500.00
208-751-980.004	EQUIP / COMPUTER HARDWARE	0.00	2,000.00
208-751-980.005	EQUIPMENT/COMPUTER SOFTWARE	16,000.00	30,000.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		647,550.00	710,050.00
TOTAL EXPENDITURES		647,550.00	710,050.00
Fund 208 - PARKS & REC AUTHORITY:			
TOTAL REVENUES		647,550.00	710,050.00
TOTAL EXPENDITURES		647,550.00	710,050.00
NET OF REVENUES & EXPENDITURES		0.00	0.00

## Fund 214 - YOUTH SPORTS

	2,021 Approved	2,022 Proposed
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## Revenues

## Dept 751 - RECREATION / PARKS DEPARTMENT

	2,021 Approved	2,022 Proposed
214-751-650.006	14,000.00	14,000.00
214-751-650.050	4,000.00	5,500.00
214-751-650.051	11,660.00	11,000.00
214-751-650.053	67,000.00	75,000.00
214-751-650.054	22,000.00	25,000.00
214-751-650.094	3,500.00	2,500.00
		2,000.00
214-751-650.102	4,000.00	7,500.00
214-751-651.009	6,500.00	0.00
214-751-678.095	1,000.00	7,756.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT	133,660.00	150,256.00
TOTAL REVENUES	133,660.00	150,256.00

## Expenditures

## Dept 751 - RECREATION / PARKS DEPARTMENT

	2,021 Approved	2,022 Proposed
214-751-702.080	41,600.00	37,440.00
214-751-702.081	15,850.00	15,850.00
214-751-702.083	5,000.00	10,000.00
214-751-713.000	4,400.00	4,842.00
214-751-714.000	1,000.00	1,000.00
214-751-714.002	600.00	600.00
214-751-714.004	4,160.00	3,744.00
214-751-740.000	2,000.00	3,600.00
214-751-740.080	1,000.00	1,500.00
214-751-740.081	17,000.00	20,000.00
214-751-740.086	3,500.00	5,000.00
		2,200.00
214-751-801.017	500.00	500.00
214-751-804.008	2,500.00	2,500.00
214-751-804.009	4,500.00	6,000.00
214-751-804.010	24,000.00	28,000.00
214-751-840.000	200.00	180.00
214-751-860.000	500.00	1,000.00
214-751-920.002	2,400.00	2,500.00
214-751-942.001	2,400.00	3,750.00
214-751-957.000	50.00	50.00
214-751-964.001	500.00	0.00
214-751-965.000		3,005.12
	133,660.00	150,256.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		

		133,660.00	150,256.00
TOTAL EXPENDITURES			
Fund 214 - YOUTH SPORTS:		133,660.00	150,256.00
TOTAL REVENUES		133,660.00	150,256.00
TOTAL EXPENDITURES		0.00	0.00
<u>NET OF REVENUES &amp; EXPENDITURES</u>			

## Fund 216 - FESTIVALS

2,021  
APPROVED2022  
PROPOSED

## Revenues

		2,021 APPROVED	2022 PROPOSED
Dept 751 - RECREATION / PARKS DEPARTMENT			
216-751-650.003	PROGRAM FEES SPECIAL EVENTS	29,011.00	29,000.00
216-751-678.040	SPONSORSHIP FEES MELON FESTIVAL	17,000.00	20,000.00
216-751-678.041	STREET VENDOR FEES MELON	10,000.00	5,000.00
216-751-678.042	FESTIVAL TENT MELON FEST	18,000.00	9,000.00
216-751-678.047	SPONSORSHIP FEES MELON RUN	4,000.00	7,500.00
216-751-678.048	PROGRAM FEES MELON RUN	22,000.00	16,000.00
216-751-678.049	FOOD VENDOR FEES MELON	9,000.00	5,000.00
216-751-678.050	SPONSORSHIP FEES LEGEND	6,000.00	6,000.00
216-751-678.057	SPONSORSHIP FEES HORSEMAN RUN	4,000.00	4,000.00
216-751-678.058	PROGRAM FEES HORSEMAN RUN	22,000.00	14,000.00
216-751-678.070	SPONSORSHIP FEES - SPECIAL EVENTS	8,000.00	10,000.00
216-751-678.075	PROGRAM FEES DOC MAY RIDE	0.00	750.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		149,011.00	126,250.00
TOTAL REVENUES		149,011.00	126,250.00

## Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT			
216-751-702.001	SAL & WAGES FESTIVAL DIRECTOR	44,000.00	36,400.00
216-751-702.004	SAL & WAGES OPERATIONS MANAGER	0.00	7,360.00
216-751-702.103	SALARY & WAGES STAFF	10,000.00	17,400.00
216-751-713.000	EMPLOYER SHARE FICA	4,131.00	4,678.74
216-751-714.000	EMPLOYEE MEDICAL INSURANCE	14,000.00	4,000.00
216-751-714.002	EMP DISABILITY /LIFE INSURANCE	750.00	600.00
216-751-714.004	ICMA RETIREMENT	4,400.00	3,640.00
216-751-727.000	OFFICE SUPPLIES	100.00	100.00
216-751-730.000	POSTAGE	100.00	100.00
216-751-740.000	OPERATING SUPPLIES	0.00	100.00
216-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	20,000.00	10,000.00
216-751-740.102	OPER SUPP MELON FESTIVAL	24,000.00	12,000.00
216-751-740.106	OPER SUPP MELON RUN	0.00	7,500.00
216-751-740.201	OPER SUPP LEGEND OF SLEEPY HOWELL	20,000.00	8,500.00
216-751-740.203	OPER SUPPLIES HEADLESS HORSEMAN RUN	0.00	4,000.00
216-751-840.000	DUES & MEMBERSHIPS	180.00	180.00
216-751-860.000	CONFERENCE /TRANSPORTATION	250.00	1,000.00
216-751-900.000	PRINTING & PUBLISHING	2,000.00	1,500.00
216-751-942.001	PORTA JOHN RENTALS	5,000.00	4,000.00
216-751-957.000	EDUCATION / TRAINING	100.00	0.00
216-751-964.001	PROGRAM REFUNDS	0.00	0.00
216-751-970.000	CAPITAL OUTLAY EQUIP	0.00	666.26

	2% capital		2,525.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		149,011.00	126,250.00
TOTAL EXPENDITURES		149,011.00	126,250.00
Fund 216 - FESTIVALS:			
TOTAL REVENUES		149,011.00	126,250.00
TOTAL EXPENDITURES		149,011.00	126,250.00
NET OF REVENUES & EXPENDITURES		0.00	0.00

## Fund 217 - PRESCHOOL

		2,021 PROPOSED	2,022 PROPOSED
Revenues			
Dept 751 - RECREATION / PARKS DEPARTMENT			
217-751-651.007	REC FEE/PRESCHOOL TUITION	50,400.00	45,880.00
	SUMMER CAMP TUITION		2,600.00
217-751-651.030	REGISTRATION FEE	2,400.00	2,400.00
217-751-675.015	PRESCHOOL FUNDRAISING	1,530.00	2,500.00
217-751-675.040	DONATIONS - GENERAL	0.00	600.00
	GRANTS		1,000.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		54,330.00	54,980.00
TOTAL REVENUES		54,330.00	54,980.00
Expenditures			
Dept 751 - RECREATION / PARKS DEPARTMENT			
217-751-702.023	SAL & WAGES PRESCHOOL	47,500.00	45,000.00
217-751-713.000	EMPLOYER SHARE FICA	3,630.00	3,710.25
217-751-714.000	EMPLOYEE MEDICAL INSURANCE	0.00	1,000.00
217-751-727.000	OFFICE SUPPLIES	100.00	100.00
217-751-740.028	OPER SUPP/PRESCHOOL	2,000.00	2,000.00
217-751-801.017	BACKGROUND CHECKS	50.00	50.00
217-751-860.000	CONFERENCE /TRANSPORTATION	400.00	400.00
217-751-957.000	EDUCATION / TRAINING	150.00	300.00
217-751-964.001	PROGRAM REFUNDS	0.00	0.00
217-751-980.000	OFFICE EQUIPMENT	200.00	900.00
217-751-980.015	PRESCHOOL EQUIPMENT	300.00	420.15
	CAPITAL IMPROVEMENTS		0.00
	2% capital		1,099.60
Total Dept 751 - RECREATION / PARKS DEPARTMENT		54,330.00	54,980.00
TOTAL EXPENDITURES		54,330.00	54,980.00
Fund 217 - PRESCHOOL:			
TOTAL REVENUES		54,330.00	54,980.00
TOTAL EXPENDITURES		54,330.00	54,980.00
NET OF REVENUES & EXPENDITURES		0.00	0.00

## Fund 218 - HEALTH/WELLNESS

	2,021	2022
	APPROVED	PROPOSED

## Revenues

Dept 751 - RECREATION / PARKS DEPARTMENT			
218-751-590.000	GRANTS	3,000.00	5,000.00
218-751-650.030	PROGRAM FEES - ENRICHMENT	5,500.00	9,000.00
218-751-650.098	PROGRAM FEES - FITNESS	14,000.00	30,000.00
218-751-650.104	PROGRAM FEES - FITNESS INSURANCE	12,000.00	
218-751-650.107	PROGRAM FEES - TRAVEL	13,000.00	25,500.00
218-751-675.009	DONATIONS / PKS & RECS SENIORS	1,000.00	1,500.00
218-751-675.013	UNITED WAY SENIORS	7,500.00	7,500.00
218-751-675.100	FUNDRAISING ENRICHMENT	750.00	750.00
218-751-678.012	MEMBERSHIP FEES	4,000.00	30,000.00
218-751-678.030	SPONSORSHIPS	500.00	
Total Dept 751 - RECREATION / PARKS DEPARTMENT		61,250.00	109,250.00
TOTAL REVENUES		61,250.00	109,250.00

## Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT			
218-751-702.027	SAL & WAGES SENIORS	35,568.00	39,520.00
218-751-713.000	EMPLOYER SHARE FICA	2,720.00	3,023.28
218-751-727.000	OFFICE SUPPLIES	50.00	50.00
218-751-730.000	POSTAGE	962.00	150.00
218-751-740.032	OPER SUPP/SENIORS	100.00	2,500.00
218-751-740.061	OPER SUPP/FITNESS	7,500.00	5,000.00
218-751-740.070	OPER SUPP/TRAVEL		22,000.00
218-751-804.008	CONTRACT SERV - INSTRUCTORS	10,000.00	15,000.00
218-751-804.080	CONTRACT SERVICES ENTERTAINMENT	500.00	500.00
218-751-840.000	DUES & MEMBERSHIPS	200.00	200.00
218-751-860.000	CONFERENCE /TRANSPORTATION	100.00	800.00
218-751-900.000	MARKETING		4,590.00
218-751-957.000	EDUCATION / TRAINING	50.00	50.00
218-751-964.001	PROGRAM REFUNDS	500.00	50.00
218-751-967.002	GRANT EXPENSES	3,000.00	5,000.00
218-751-970.000	CAPITAL OUTLAY EQUIP	0.00	8,631.72
218-751-980.004	EQUIP / COMPUTER HARDWARE	0.00	0.00
	2% capital		2,185.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		61,250.00	109,250.00
TOTAL EXPENDITURES		61,250.00	109,250.00
Fund 218 - SENIOR CENTER:			
TOTAL REVENUES		61,250.00	109,250.00
TOTAL EXPENDITURES		61,250.00	109,250.00
NET OF REVENUES & EXPENDITURES		0.00	0.00



Fund 219 - SUMMER DAY CAMP

2,021 2,022  
 APPROVED PROPOSED

Revenues

Dept 751 - RECREATION / PARKS DEPARTMENT			
219-751-651.003	SUMMER CAMP	40,000.00	49,750.00
219-751-651.025	SPECIALTY CAMPS	5,000.00	5,000.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		45,000.00	54,750.00
TOTAL REVENUES		45,000.00	54,750.00

Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT			
219-751-702.025	SAL & WAGES SUMMER CAMP MANAGER	2,800.00	3,052.67
219-751-702.036	SAL & WAGE SUMMER CAMP SUPERVISOR	5,684.00	6,000.00
219-751-702.037	SAL & WAGES SUMMER CAMP COUNSELOR	25,821.00	30,684.00
219-751-713.000	EMPLOYER SHARE FICA	2,600.00	2,347.33
219-751-727.000	OFFICE SUPPLIES	0.00	0.00
219-751-740.003	OPER SUPPLIES/T-SHIRTS	320.00	1,000.00
219-751-740.033	OPER SUPP/SUMMER CAMP	650.00	1,650.00
219-751-740.041	OPERATING SUPPLIES SNACKS	500.00	796.00
219-751-740.042	FIELD TRIPS	6,000.00	7,500.00
219-751-801.017	BACKGROUND CHECKS	125.00	125.00
219-751-860.000	CONFERENCE /TRANSPORTATION	0.00	0.00
219-751-900.000	MARKETING PRINTING & PUBLISHING	250.00	250.00
219-751-957.000	EDUCATION / TRAINING	250.00	250.00
	2% capital		1,095.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		45,000.00	54,750.00
TOTAL EXPENDITURES		45,000.00	54,750.00
Fund 219 - SUMMER DAY CAMP:			
TOTAL REVENUES		45,000.00	54,750.00
TOTAL EXPENDITURES		45,000.00	54,750.00
NET OF REVENUES & EXPENDITURES		0.00	0.00

Fund 220 - CITY PARK/BOAT LAUNCH

2,021  
Approved

2,022  
PROPOSED

Revenues

Dept 751 - RECREATION / PARKS DEPARTMENT

220-751-649.001	CONCESSION SALES - PARK	9,887.00	0.00
220-751-678.021	HOWELL CITY PARK GUARD REIMB	45,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		54,887.00	0.00
			0.00
TOTAL REVENUES		54,887.00	0.00

Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT

220-751-702.000	SAL & WAGES MANAGER	12,572.00	0.00
220-751-702.028	SAL & WAGE SEASONAL PARK	22,000.00	0.00
220-751-702.040	SAL & WAGES PARK SUPERVISORS	7,500.00	0.00
220-751-713.000	EMPLOYER SHARE FICA	3,215.00	0.00
220-751-740.000	OPERATING SUPPLIES	500.00	0.00
220-751-740.037	CONCESSION SUPPLIES	5,000.00	0.00
220-751-801.000	PROFESSIONAL SERVICES	4,000.00	0.00
220-751-801.017	BACKGROUND CHECKS	100.00	0.00
220-751-970.000	CAPITAL OUTLAY EQUIP	0.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		54,887.00	0.00
TOTAL EXPENDITURES		54,887.00	0.00
Fund 220 - CITY PARK/BOAT LAUNCH:			
TOTAL REVENUES		54,887.00	0.00
TOTAL EXPENDITURES		54,887.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00

## Fund 221 - TEEN CENTER

2,021  
APPROVED2022  
PROPOSED

## Revenues

## Dept 751 - RECREATION / PARKS DEPARTMENT

		2,021 APPROVED	2022 PROPOSED
221-751-649.000	CONCESSION SALES TEEN	3,500.00	5,000.00
221-751-650.005	PROGRAM FEES TEENS	11,955.00	14,000.00
221-751-675.010	DONATIONS - TEEN	5,000.00	5,403.47
221-751-675.012	UNITED WAY - TEENS	27,000.00	30,000.00
221-751-675.110	FUNDRAISING	20,000.00	8,000.00
221-751-679.100	GRANTS > \$1000	5,000.00	23,000.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		72,455.00	85,403.47
			0.00
TOTAL REVENUES		72,455.00	85,403.47

## Expenditures

## Dept 751 - RECREATION / PARKS DEPARTMENT

221-751-702.026	SAL & WAGES TEEN MANAGERS	32,800.00	36,420.00
221-751-702.035	SAL & WAGES TEEN COORDINATOR	9,020.00	13,224.00
221-751-702.041	SAL & WAGES - TEEN SUPERVISOR	13,195.00	15,950.00
221-751-713.000	EMPLOYER SHARE FICA	4,260.00	5,251.47
221-751-714.000	EMPLOYEE MEDICAL INSURANCE	4,200.00	4,320.00
221-751-714.002	EMP DISABILITY /LIFE INSURANCE	550.00	0.00
221-751-714.004	ICMA RETIREMENT	3,500.00	3,948.00
221-751-727.000	OFFICE SUPPLIES	950.00	100.00
221-751-740.000	OPERATING SUPPLIES	300.00	700.00
221-751-740.003	OPER SUPPLIES/T-SHIRTS	200.00	510.00
221-751-740.015	OPER SUPP/CONCESSIONS	1,500.00	1,500.00
221-751-740.036	OPER SUPPLIES - TEENS	1,200.00	2,000.00
221-751-840.000	DUES & MEMBERSHIPS	180.00	180.00
221-751-860.000	CONFERENCE /TRANSPORTATION	600.00	1,000.00
221-751-900.000	PRINTING & PUBLISHING	0.00	300.00
221-751-970.000	CAPITAL OUTLAY		0.00
221-751-979.025	FREUDENBURG GRANT EXP	0.00	0.00
	2% CAPITAL		1,708.07
Total Dept 751 - RECREATION / PARKS DEPARTMENT		72,455.00	85,403.47
TOTAL EXPENDITURES		72,455.00	85,403.47
Fund 221 - TEEN CENTER:			
TOTAL REVENUES		72,455.00	85,403.47
TOTAL EXPENDITURES		72,455.00	85,403.47
NET OF REVENUES & EXPENDITURES		0.00	0.00

## Fund 223 - DOG PARK

2,021	2022
APPROVED	PROPOSED

## Revenues

## Dept 751 - RECREATION / PARKS DEPARTMENT

		2,021	2022
		APPROVED	PROPOSED
223-751-675.074	DOG PARK SALES - FOBS	10,550.00	10,550.00
223-751-678.010	SPONSORSHIP		10,411.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		10,550.00	20,961.00
TOTAL REVENUES		10,550.00	20,961.00

## Expenditures

## Dept 751 - RECREATION / PARKS DEPARTMENT

		2,021	2022
		APPROVED	PROPOSED
223-751-740.000	OPERATING SUPPLIES	2,000.00	2,000.00
223-751-801.018	MANAGEMENT SERVICES	5,000.00	5,000.00
223-751-900.000	PRINTING & PUBLISHING	150.00	150.00
223-751-910.000	INSURANCE	500.00	500.00
223-751-920.002	UTILITIES - WAT / SEW	400.00	400.00
223-751-930.000	REPAIR & MAINTENANCE	300.00	300.00
223-751-967.071	DOG PARK CONSTRUCTION	0.00	0.00
223-751-967.072	DOG PARK GROUNDS MAINTENANCE	2,200.00	2,200.00
223-751-970.000	CAPITAL OUTLAY EQUIP	0.00	10,000.00
	2% Capital savings		411.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		10,550.00	20,961.00
TOTAL EXPENDITURES		10,550.00	20,961.00
Fund 223 - DOG PARK:			
TOTAL REVENUES		10,550.00	20,961.00
TOTAL EXPENDITURES		10,550.00	20,961.00
NET OF REVENUES & EXPENDITURES		0.00	0.00

Row Labels	Count of Name
Brighton Township	174
City of Brighton	50
City of Howell	856
Cohoctah Township	79
Conway Township	35
Deerfield Township	74
Genoa Township	714
Green Oak Township	59
Hamburg Township	76
Handy Township/Fowlerville	129
Hartland Township	139
Howell Township	626
Iosco Township	65
Marion Township	767
Oceola Township	1446
Other Area	296
Pinckney Village	18
Putnam Township	32
Tyrone Township	18
Unadilla Township	11
(blank)	109
Grand Total	5773

# AGENDA ITEM

8B



# Livingston County Department of Planning

October 21, 2021

**Kathleen J. Kline-Hudson**  
AICP, PEM  
Director

**Robert A. Stanford**  
AICP, PEM  
Principal Planner

**Scott Barb**  
AICP, PEM  
Principal Planner

Howell Township Board of Trustees  
c/o Jean Graham, Clerk  
3525 Byron Road  
Howell, MI 48855

**Re: Planning Commission Review of Rezoning Z-31-21 and Z-32-21.**

Dear Board Members:

The Livingston County Planning Commission met on Wednesday, October 20, 2021 and reviewed the rezoning amendments referenced above. The County Planning Commissioners made the following recommendations:

- Z-31-21**     **Approval.** The proposed rezoning from NSC (Neighborhood Service Commercial) to OS (Office Service) is compatible with both the Howell Township Master Plan and the Livingston County Master Plan.
- Z-32-21**     **Approval.** We believe the requested rezoning from I – Industrial to IFZ – Industrial Flex Zone is compatible with the Howell Township Master Plan and the Livingston County Master Plan.

Copies of the staff reviews and Livingston County Planning Commission meeting minutes are enclosed. Please do not hesitate to contact our office should you have any questions regarding county action.

Sincerely,

*Kathleen J. Kline-Hudson*

Kathleen J. Kline-Hudson

sb

Enclosures

c: Martha Haglund, Township PC Chair  
Joe Daus, Township Zoning Administrator

Meeting minutes and agendas are available at:  
<http://www.livgov.com/plan/Pages/meetings.aspx>

Department Information

Administration Building  
304 E. Grand River Avenue  
Suite 206  
Howell, MI 48843-2323

•  
(517) 546-7555  
Fax (517) 552-2347  
•

Web Site  
<http://www.livgov.com>

RECEIVED

OCT 25 2021

HOWELL TOWNSHIP

**LIVINGSTON COUNTY PLANNING  
COMMISSION MEETING MINUTES**

**October 20, 2021**

**6:30 p.m.**

**Hybrid In-Person and Virtual Zoom Meeting**

**Zoom Virtual Meeting Room Meeting ID: 399-700-0062 / Password: LCBOC  
<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>**

<b>PLANNING COMMISSION</b>							
<b>COMMISSIONERS PRESENT:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">BRIAN PROKUDA</td> <td style="width: 50%;">BILL ANDERSON</td> </tr> <tr> <td>MATT IKLE (via Zoom)</td> <td>DENNIS BOWDOIN</td> </tr> <tr> <td>PAUL FUNK</td> <td></td> </tr> </table>	BRIAN PROKUDA	BILL ANDERSON	MATT IKLE (via Zoom)	DENNIS BOWDOIN	PAUL FUNK	
BRIAN PROKUDA	BILL ANDERSON						
MATT IKLE (via Zoom)	DENNIS BOWDOIN						
PAUL FUNK							
<b>COMMISSIONERS ABSENT:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">JEANNE CLUM</td> <td style="width: 50%;">BILL CALL</td> </tr> </table>	JEANNE CLUM	BILL CALL				
JEANNE CLUM	BILL CALL						
<b>STAFF PRESENT:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">KATHLEEN KLINE-HUDSON</td> <td style="width: 50%;">ROB STANFORD</td> </tr> <tr> <td>SCOTT BARB</td> <td></td> </tr> </table>	KATHLEEN KLINE-HUDSON	ROB STANFORD	SCOTT BARB			
KATHLEEN KLINE-HUDSON	ROB STANFORD						
SCOTT BARB							
<b>OTHERS PRESENT:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">ED ALVERSON, SUPERVISOR, HANDY TOWNSHIP</td> <td style="width: 50%;">GARY TOWNS, CHAIR, HANDY TOWNSHIP PLANNING COMMISSION</td> </tr> </table>	ED ALVERSON, SUPERVISOR, HANDY TOWNSHIP	GARY TOWNS, CHAIR, HANDY TOWNSHIP PLANNING COMMISSION				
ED ALVERSON, SUPERVISOR, HANDY TOWNSHIP	GARY TOWNS, CHAIR, HANDY TOWNSHIP PLANNING COMMISSION						

1. **CALL TO ORDER:** Meeting was called to order by Planning Commissioner Prokuda at 6:30 PM.
  
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
  
3. **ROLL AND INTRODUCTION OF GUESTS:** Roll call by Principal Planner Stanford indicated the presence of a quorum. Members of the public were acknowledged in the audience.

**Present:** All commissioners were present at Livingston County Chambers except Matt Ikle.

Prokuda	[X]	Location: Livingston County Administration Building
Ikle	[X]	Location: Genoa Township (via Zoom)
Anderson	[X]	Location: Livingston County Administration Building
Bowdoin	[X]	Location: Livingston County Administration Building
Funk	[X]	Location: Livingston County Administration Building

**Absent:** Clum, Call.



4. APPROVAL OF AGENDA

**Commissioner Action: IT WAS MOVED BY COMMISSIONER FUNK TO APPROVE THE AGENDA, AS PRESENTED, DATED OCTOBER 20, 2021, SECONDED BY COMMISSIONER IKLE.**

All in favor, motion passed.

Yea: Prokuda [X] Ikle [X] Anderson [X] Bowdoin [X] Funk [X]

Nay: None.

5. APPROVAL OF PLANNING COMMISSION MEETING MINUTES

**Commissioner Action: IT WAS MOVED BY COMMISSIONER ANDERSON TO APPROVE THE MINUTES, DATED SEPTEMBER 15, 2021, SECONDED BY COMMISSIONER BOWDOIN.**

All in favor, motion passed.

Yea: Prokuda [X] Ikle [X] Anderson [X] Bowdoin [X] Funk [X]

Nay: None.

6. CALL TO THE PUBLIC: None.

7. ZONING REVIEWS:

A. Z-29-21 IOSCO TOWNSHIP, ZONING ORDINANCE AMENDMENT.  
ARTICLE 3 ZONING DISTRICTS, REGULATIONS AND MAP AND ARTICLE 13 STANDARDS  
AND REGULATIONS FOR SPECIFIC LAND USES

The Iosco Township Planning Commission proposes to revise *Article 3: Zoning Districts, Regulations and Map* and *Article 13: Standards and Regulations for Specific Land Uses* of the Township Zoning Ordinance, related to Wind Energy Conversion Systems, Wireless Communication Facilities, and Solar Energy Systems.

According to the Township, this set of proposed amendments began with correcting minor clerical errors. However, once work began on them, there seemed to be a wave of conversations within the community about utility companies that were offering to lease land from township landowners for 'solar farms.' The township received a lot of feedback from residents who wanted to make sure that large solar arrays in the township would comply with the 'rural character' that the township Master Plan includes. Therefore the township decided to ensure that the ordinances, particularly in the interest of solar energy, had sufficient regulations on screening, setbacks, and performance guarantees.

The proposed wind energy amendments were undertaken in order to correct an issue in Table 3-2 that needed better clarification, based on what was listed in Article 13. The Township Planner also chose to list the sizing in terms of a numerical value, rather than the generic "medium or large" terminology to be more concise.

Lastly, the changes to wireless communications were also initiated in order to better clarify the types of wireless 'antennae' that are allowed in zoning districts. This was previously listed with a simple reference - "see article 13" - for any type of wireless communication facilities in Table 3-3, however it did not show an allowed district for its use.

**Township Planning Commission Recommendation: Approval.** The Iosco Township Planning Commission recommended Approval of this zoning amendment at its September 14, 2021. Three members of the public were present and brought up their concerns with screening requirements, setbacks, and ensuring there is an escrow set up. The Township Planning Commission informed the residents that many of their concerns were addressed.

**Staff Recommendation: Approval.** The proposed amendments appear to be reasonable and appropriate. The updates and proposed new regulations correct minor clerical errors and better clarify the legal provisions regarding usage of wireless communication facilities and solar and wind energy facilities within the township.

**Commission Discussion:** Commissioner Funk stated that this ordinance language is extremely thorough and he would move for approval.

**Public Comment:** None.

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER FUNK TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER ANDERSON.**

**Motion passed: 5-0**

**Yea: Prokuda [X] Ikle [X] Anderson [X] Bowdoin [X] Funk [X]**  
**Nay: None.**

**B. Z-30-21 HANDY TOWNSHIP, ZONING ORDINANCE AMENDMENT.**  
**ARTICLE 16 SPECIAL USES, SECTION 16.6 WIND ENERGY CONVERSION SYSTEMS**

The Handy Township Planning Commission is proposing to amend the Township Ordinance by creating new special land use standards for wind energy conversion systems.

**Township Planning Commission Recommendation: Approval.** The proposed text amendments were approved at the September 23, 2021 public hearing. No comments regarding the amendments were noted.

**Staff Recommendation: Approval.** The proposed amendments are a well written and thorough addition to the Township Ordinance.

**Commission Discussion:** Commissioner Funk asked if 65 feet constitutes a small, mid-size or large system for residential use. Principal Planner Barb stated that this is small compared to utility sized turbines that can be 300 – 350 feet tall. Commissioner Prokuda asked about the decommissioning plan and how it would be funded for reclamation of abandoned projects or property? Principal Planner Barb stated that the proposed text amendments allow for a 10 Million insurance policy and a continual escrow account that would require developers of such projects to ensure funding was there to do this. Commissioner Ikle asked if Handy Township has a solar farm ordinance.

**Public Comment:** Handy Township personnel stated that Handy Township does have a solar farm ordinance.

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER ANDERSON TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER BOWDOIN.**

**Motion passed: 5-0**

**Yea: Prokuda [X] Ikle [X] Anderson [X] Bowdoin [X] Funk [X]**  
**Nay: None.**

**C. Z-31-21: HOWELL TOWNSHIP – REZONING**  
**Current Zoning: NSC-Neighborhood Service Commercial**  
**Proposed Zoning: OS-Office Service**  
**Section 26**

**Township Master Plan:**

The 2016 Howell Township Master Plan designates the subject parcel as **Local Commercial** and describes this future land use category by establishing several goals and strategies to accomplish the continued intent of appropriate development and an overall sound land use vision for the Township. Some of these goals included in the master plan include:

- Supporting the continued development of varying levels of commercial intensity in appropriate areas.
- Identifying appropriate locations based on proximity to surrounding land uses, access, and those who the commercial development is intended to serve.
- Commercial developments intended to serve the region should be located in areas that are easily accessible to the highway and the interstate and do not create disturbances such as traffic, light, or noise that are disturbing to residential use.
- Commercial developments intended to serve local neighborhoods should be located in proximity to local residential uses and provide convenient and safe access for multiple modes of transportation.

The proposed rezoning is located along Highland Road in an area where both office and neighborhood service uses co-exist and this site would allow for reuse of the existing structure on site. Across Highland Road to the south of the proposed rezoning, the City of Howell had designated much of the area as office related uses. Due to the abundance properties located in the immediate area and with the support of the Township Master Plan, the rezoning of the site to OS Office Service would complement the existing goals and strategies of the master plan.

**County Comprehensive Plan:**

The 2018 Livingston County Master Plan does not direct future land use patterns, or development within Livingston County. Alternatively, it offers a county-wide land use perspective when reviewing potential rezoning amendments. The Land Use & Growth Management chapter of the plan includes decision-making recommendations regarding potential land use conflicts and promoting policies that encourage appropriate land use management.

**Township Planning Commission Recommendation: Approval.** The proposed rezoning was approved at the September 28, 2021 public hearing at the Howell Township hall. There were no comments from the public on the proposed rezoning and comments from the planning commission focused only on the positive aspects of the proposed rezoning.

**Staff Recommendation: Approval.** The proposed rezoning from NSC (Neighborhood Service Commercial) to OS (Office Service) is compatible with both the Howell Township Master Plan and the Livingston County Master Plan.

**Commission Discussion:** Commissioner Bowdoin said that he has noticed that several funeral homes throughout the state have allowed crematoriums. Principal Planner Barb stated that a funeral home will be a special land use in the OS District, so Howell Township would consider all uses during this process and site planning. Funk said that there are some sales associated with funeral homes (e.g. selling of caskets) and he sees this as an ancillary use.

**Public Comment:** None.

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER FUNK TO RECOMMEND APPROVAL. SECONDED BY COMMISSIONER IKLE.**

**Motion passed: 5-0**

**Yea: Prokuda [X] Ikle [X] Anderson [X] Bowdoin [X] Funk [X]**

**Nay: None.**

**D. Z-32-21: HOWELL TOWNSHIP – REZONING**

**Current Zoning: I-Industrial**  
**Proposed Zoning: IFZ-Industrial Flex Zone**  
**Section 28**

**Township Master Plan:**

The 2016 Howell Township Master Plan designates the subject parcel as part of the Innovation Zone and describes this future land use classification in the following way:

*The Innovation Zone is a proposed district that is intended to be flexible with regard to specific use while being more prescriptive with regard to design and quality of development. It is recognized that many of the uses currently permitted in one or more of the industrial or commercial districts could be compatible land uses. In fact, such uses have the same or similar building and special requirements. The flexibility of the district is intended to foster economic development, create job opportunities, and increase tax base by promoting the development or redevelopment of land that is adjacent to existing industrial and commercially developed property. Regulations should encourage the development of property in a manner that allows mixed industrial and commercial development; eliminates blighted properties; incorporates low impact design practices, as well as ensuring safe and complimentary vehicular and pedestrian circulation patterns; improves environmental quality and remediates degraded properties; and provides an attractive transition between residential and non-residential properties.*

One of the main goals of the Township Master Plan is to support the continued growth of industrial uses in appropriate areas of the Township. Location should be based on current development patterns, existing and planned infrastructure such as highways, rail lines, and utilities. The proposed rezoning of the west 10 acres of the subject property fits well within the planned intentions of the master plan by adhering to these objectives. The parcel is located in an area that is already developed heavily with industrial land uses and is part of the Township's Innovation Zone that specifically targets industrial and commercial properties within Howell Township.

**County Comprehensive Plan:**

The 2018 Livingston County Master Plan does not direct future land use patterns, or development within Livingston County. Alternatively, it offers a county-wide land use perspective when reviewing potential rezoning amendments. The Land Use & Growth Management chapter of the plan includes decision-making recommendations regarding potential land use conflicts and promoting policies that encourage appropriate land use management.

**Township Planning Commission Recommendation: Approval.** The proposed rezoning was approved at the September 28, 2021 public hearing at the Howell Township hall. There were no comments from the public on the proposed rezoning and comments from the planning commission focused only on the positive aspects of the proposed rezoning.

**Staff Recommendation: Approval.** We believe the requested rezoning from I – Industrial to IFZ – Industrial Flex Zone is compatible with the Howell Township Master Plan and the Livingston County Master Plan.

**Commission Discussion:** None.

**Public Comment:** None.

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER ANDERSON TO RECOMMEND APPROVAL. SECONDED BY COMMISSIONER BOWDOIN.**

**Motion passed: 5-0**

**Yea: Prokuda [X] Ikle [X] Anderson [X] Bowdoin [X] Funk [X]**

**Nay: None.**

**E. PA-01-21: DEERFIELD TOWNSHIP PA 116 FARMLAND AGREEMENT:**

**Section 33**

**89 acres**

**Dale Laier**

**Commission Discussion:** Staff briefly explained the P.A. 116 Farmland and Open Space Act for the benefit of Planning Commissioners.

**Commission Comment:** None.

**Public Comment:** None.

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER BOWDOIN TO RECOMMEND APPROVAL. SECONDED BY COMMISSIONER IKLE.**

**Motion passed: 5-0**

**Yea: Prokuda [X] Ikle [X] Anderson [X] Bowdoin [X] Funk [X]**

**Nay: None**

**F. PA-02-21: DEERFIELD TOWNSHIP PA 116 FARMLAND AGREEMENT:**

**Section 24**

**37.1 acres**

**Charles W. Laier**

**Commission Discussion:** None.

**Commission Comment:** None.

**Public Comment:** None.

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER ANDERSON TO RECOMMEND APPROVAL. SECONDED BY COMMISSIONER BOWDOIN.**

**Motion passed: 5-0**

**Yea: Prokuda [X] Ikle [X] Anderson [X] Bowdoin [X] Funk [X]**  
**Nay: None**

**G. PA-03-21: DEERFIELD TOWNSHIP PA 116 FARMLAND AGREEMENT:**

Section 27

100 acres

Charles W. Laier

**Commission Discussion: None.**

**Commission Comment: None.**

**Public Comment: None.**

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER IKLE TO RECOMMEND APPROVAL. SECONDED BY COMMISSIONER BOWDOIN.**

**Motion passed: 5-0**

**Yea: Prokuda [X] Ikle [X] Anderson [X] Bowdoin [X] Funk [X]**  
**Nay: None**

**H. PA-04-21: DEERFIELD TOWNSHIP PA 116 FARMLAND AGREEMENT:**

Section 29

74 acres

Charles W. Laier

**Commission Discussion: None.**

**Commission Comment: None.**

**Public Comment: None.**

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER IKLE TO RECOMMEND APPROVAL. SECONDED BY COMMISSIONER ANDERSON.**

**Motion passed: 5-0**

**Yea: Prokuda [X] Ikle [X] Anderson [X] Bowdoin [X] Funk [X]**  
**Nay: None**

**8. OLD BUSINESS:**

- a. **Visits to local Planning Commission meetings:** Commissioner Bowdoin explained the proceedings of the October 12 Genoa Township Planning Commission. Commissioner Funk explained that Oceola Township is working on a new master plan and he told them about the M-59 traffic committee so that they can be involved. Commissioner Funk will be attending a future Oceola township meeting with Principal Planner Stanford, presumably in December 2021. Principal Planner Stanford visited Cohoctah and Broadband is something that their community is really interested in.

**9. NEW BUSINESS**

- a. **Planning Commission Vacancies:** Director Kline-Hudson briefly explained to the planning commission that we have a total of 7 applicants for the vacancy and that the interview process was anticipated to begin the first week of November.

**10. REPORTS:**

Director Kline-Hudson reported that the Planning Department was awarded a \$38,000 SEMCOG Planning Assistance Program grant for a broadband study with MERIT. The grant request was for \$40,000 so the department has revised the grant resolution to alter the source of the match and request an additional \$2,000 to remedy the grant shortfall.

Two County Planning Connection newsletters were distributed in October. Each newsletter highlights the Broadband study. Kline-Hudson noted that the survey should be answered from the participants fixed internet at home versus mobile internet from a cell phone.

A November 3 Brown Bag lunch will be held at the Oceola Township hall on Reducing Light Pollution for Night Sky Viewing (Noon to 1:00). Kline-Hudson stated that this subject is relevant to Lutz County Park and the night sky designation that the department is trying to obtain for the park.

Director Kline-Hudson stated that the County Planning Department annual report on September 20 went very well and Commissioner Anderson was present for support. There was only one question/comment from County Commissioners.

- 11. COMMISSIONERS HEARD AND CALL TO THE PUBLIC:** Commissioner Funk will be attending the Michigan Planning Association conference next week.

**12. ADJOURNMENT:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER ANDERSON TO ADJOURN THE MEETING AT 7:45 P.M., SECONDED BY COMMISSIONER BOWDOIN. Motion passed: 4-1**

**Yea: Prokuda [X] Anderson [X] Bowdoin [X] Funk [X]  
Nay: Ikle [X] (in honor of the late Jim Sparks)**

# AGENDA ITEM

8B-1





**REZONING REQUEST - | -  
STAFF REPORT**

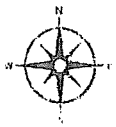
**Z-31-21**

<b>COUNTY CASE NUMBER:</b>	<b>Z-31-21</b>	<b>TOWNSHIP:</b>	<b>Howell Township</b>
<b>REPORT DATE:</b>	<b>October 13, 2021</b>	<b>SECTION NUMBER:</b>	<b>26</b>
<b>STAFF ANALYSIS BY:</b>	<b>Scott Barb</b>	<b>TOTAL ACREAGE:</b>	<b>2 acres</b>

<b>APPLICANT / OWNER:</b>	<b>Legacy Realty, LLC/Lake Trust Credit Union</b>
<b>LOCATION:</b>	<b>1700 W. Highland Road, Howell Township</b>
<b>LAND USE:</b>	<b>Current site of the Lake Trust Credit Union – now vacant property</b>

<b>CURRENT ZONING:</b>	<b>REQUESTED ZONING:</b>
<b>NSC Neighborhood Service Commercial</b>	<b>OS Office Service</b>
<b>PERMITTED/SPECIAL USES (Not all inclusive):</b>	<b>PERMITTED/SPECIAL USES (Not all inclusive):</b>
<p><b>Permitted:</b></p> <p><b>NSC:</b> Retail establishments including groceries, meats, bakery products, fruits, vegetables, drugs and sundries, hardware goods, clothing, shoes and boots; Restaurants; Service establishments including medical, dental, veterinary, financial, hair cutting, dressmaking, dry cleaning; Vehicle service and repair facilities for automobiles and light trucks.</p>	<p><b>Permitted:</b></p> <p><b>OS:</b> Professional offices; Veterinary clinics and hospitals; General office buildings; Financial institutions; Educational and training facilities; Public and institutional offices; Personal service establishments; Churches; Other similar uses.</p>
<p><b>Special:</b></p> <p><b>NSC:</b> Automotive gasoline stations; Drive-in retail service establishments; Neighborhood Shopping Centers; Not for profit shelters for temporary housing of small domestic pets.</p>	<p><b>Special:</b></p> <p><b>OS:</b> Funeral homes with adequate area for off street vehicles to be used in funeral procession and associated parking areas. Caretakers residence may be provided within the main building of funeral homes.</p>
<p><b>Minimum Lot Area:</b> Minimum of 1 acre; 10,000 sq. ft. with public water and sewer.</p>	<p><b>Minimum Lot Area:</b> Minimally adequate to accommodate the proposed use.</p>

<b>TOWNSHIP PLANNING COMMISSION RECOMMENDATION AND PUBLIC COMMENTS:</b>	<b>ESSENTIAL FACILITIES AND ACCESS:</b>
<p>The proposed rezoning was APPROVED at the September 28, 2021 public hearing at the Howell Township hall. There were no comments from the public on the proposed rezoning and comments from the planning commission focused only on the positive aspects of the proposed rezoning.</p>	<b>Water:</b> Well and public water supply (parcel dependent)
	<b>Sewer:</b> Septic and sanitary sewer (parcel dependent)
	<b>Access:</b> Access to the parcel is directly from Highland Road (M-59).

EXISTING LAND USE, ZONING AND MASTER PLAN DESIGNATION:			
	Land Use:	Zoning:	Master Plan:
<b>Subject Site:</b>	Lake Trust Credit Union – Currently Vacant	NSC Neighborhood Service Commercial	Commercial – Local
	<b>To the North:</b>	Corporate office/Research & Development	Commercial - Local
	<b>To the East:</b>	Cemetery	City of Howell
	<b>To the South:</b>	Open Space	Light Industrial
	<b>To the West:</b>	Research & Development	Commercial - Local

ENVIRONMENTAL CONDITIONS:	
<b>Soils / Topography:</b>	The site of the rezoning is primarily covered with Miami loam soils with a 6 to 12 percent slope. This is well suited for building and drainage and any potential development.
<b>Wetlands:</b>	DEQ maps illustrate no wetlands on the actual site, but property to the west has been designated as wetlands and areas with hydric soils.
<b>Vegetation:</b>	This property is currently developed as a vacant financial institution with the intent to become a funeral home.
<b>County Priority Natural Areas:</b>	There are no designated natural areas on the site of the rezoning.

TOWNSHIP MASTER PLAN DESIGNATION:
<p>The 2016 Howell Township Master Plan designates the subject parcel as <b>Local Commercial</b> and describes this future land use category by establishing several goals and strategies to accomplish the continued intent of appropriate development and an over all sound land use vision for the Township. Some of these goals included in the master plan include:</p> <ul style="list-style-type: none"> <li>• Supporting the continued development of varying levels of commercial intensity in appropriate areas.</li> <li>• Identifying appropriate locations based on proximity to surrounding land uses, access, and those who the commercial development is intended to serve.</li> <li>• Commercial developments intended to serve the region should be located in areas that are easily accessible to the highway and the interstate and do not create disturbances such as traffic, light, or noise that are disturbing to residential use.</li> <li>• Commercial developments intended to serve local neighborhoods should be located in proximity to local residential uses and provide convenient and safe access for multiple modes of transportation.</li> </ul> <p>The proposed rezoning is located along Highland Road in an area where both office and neighborhood service uses co-exist and this site would allow for reuse of the existing structure on site. Across Highland Road to the south of the proposed rezoning, the City of Howell had designated much of the area as office related uses. Due to the abundance properties located in the immediate area and with the support of the Township Master Plan, the rezoning of the site to OS Office Service would complement the existing goals and strategies of the master plan.</p>

**COUNTY COMPREHENSIVE PLAN:**

The 2018 Livingston County Master Plan does not direct future land use patterns, or development within Livingston County. Alternatively, it offers a county-wide land use perspective when reviewing potential rezoning amendments. The Land Use & Growth Management chapter of the plan includes decision-making recommendations regarding potential land use conflicts and promoting policies that encourage appropriate land use management.

**COUNTY PLANNING STAFF COMMENTS:**

The applicant (Legacy Realty, LLC) is requesting a rezoning of the former Lake Trust Credit Union site from NSC (Neighborhood Service Commercial) to OS (Office Service) for the purpose of reusing the structure for a funeral home. Under the current zoning designation funeral homes are not allowed as a permitted or special use in the NSC District, but are permitted as a special use in the OS District. The use of the subject property as a funeral home would meet the special use requirements of the OS District and would be compatible with existing and surrounding land uses in this area. While much of this area of the Township is designated for NSC uses, parcels to the south and across M-59 within the City of Howell boundary are predominantly zoned for office related uses. Land uses in the OS District are similar to those in the NSC District, but more focused on office and service related uses.

Section 23.02.D (5) establishes the criteria that the Township Planning Commission must consider when evaluating a rezoning of land. These standards include:

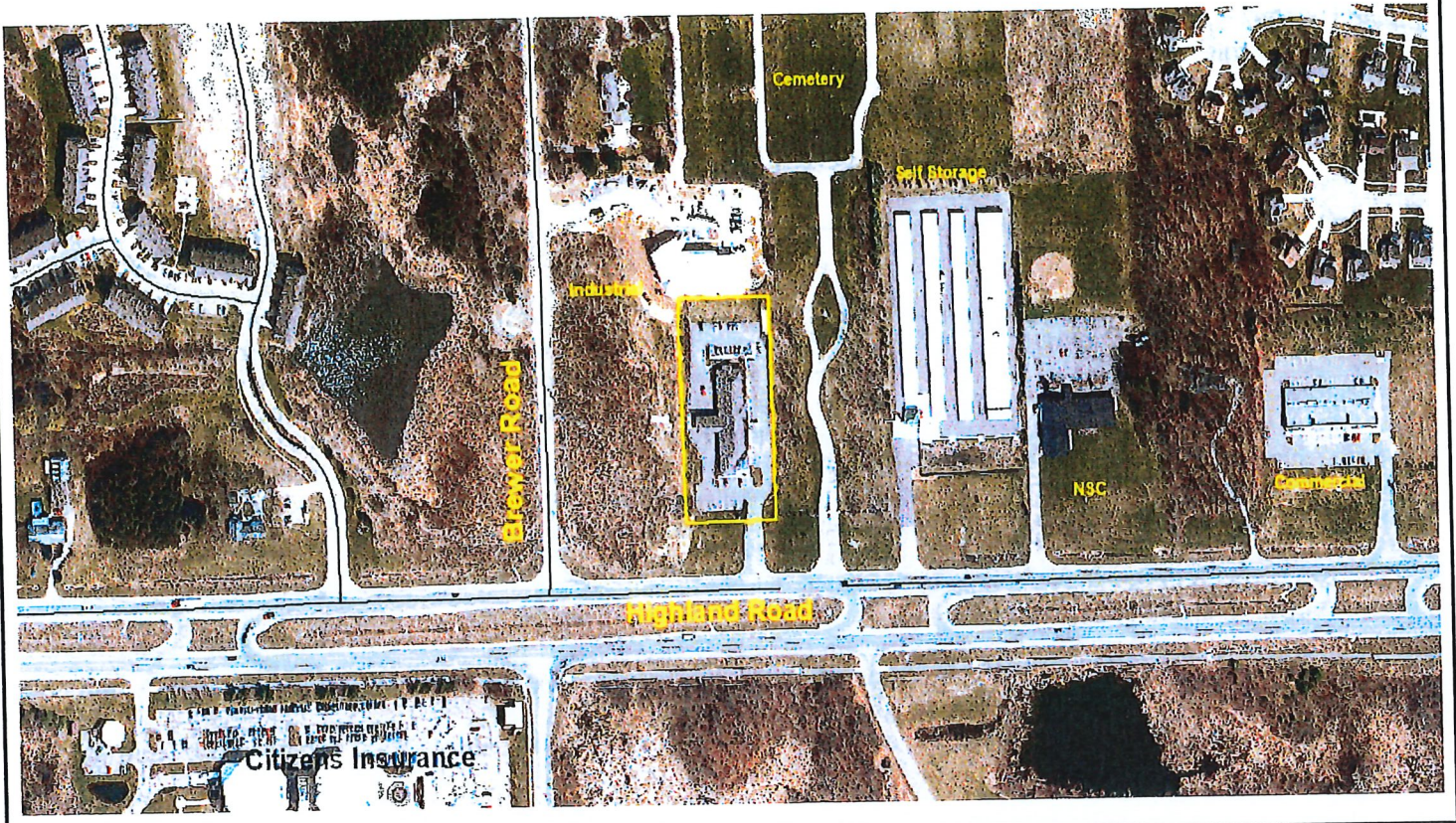
- 1. Whether the rezoning is consistent with the policies and uses provided for that area in the Township Master Plan.*
- 2. Whether all of the uses allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area.*
- 3. Whether any public services and facilities would be adversely affected by a development or use allowed under the requested rezoning.*
- 4. Whether the uses allowed under the proposed rezoning would be equally or better suited to the area than uses allowed under the current zoning of land.*

When consideration is given to the above standards regarding a rezoning of land within the Township, it is noted that while most of the area is local commercial the office district is very similar in nature and does not contain the retail component. The rezoning is consistent with neighboring uses and would benefit the Township with reuse of an existing building. We believe that the proposed rezoning is compatible with the Howell Township Master Plan and the Livingston County Master Plan and will be a beneficial addition to the area.

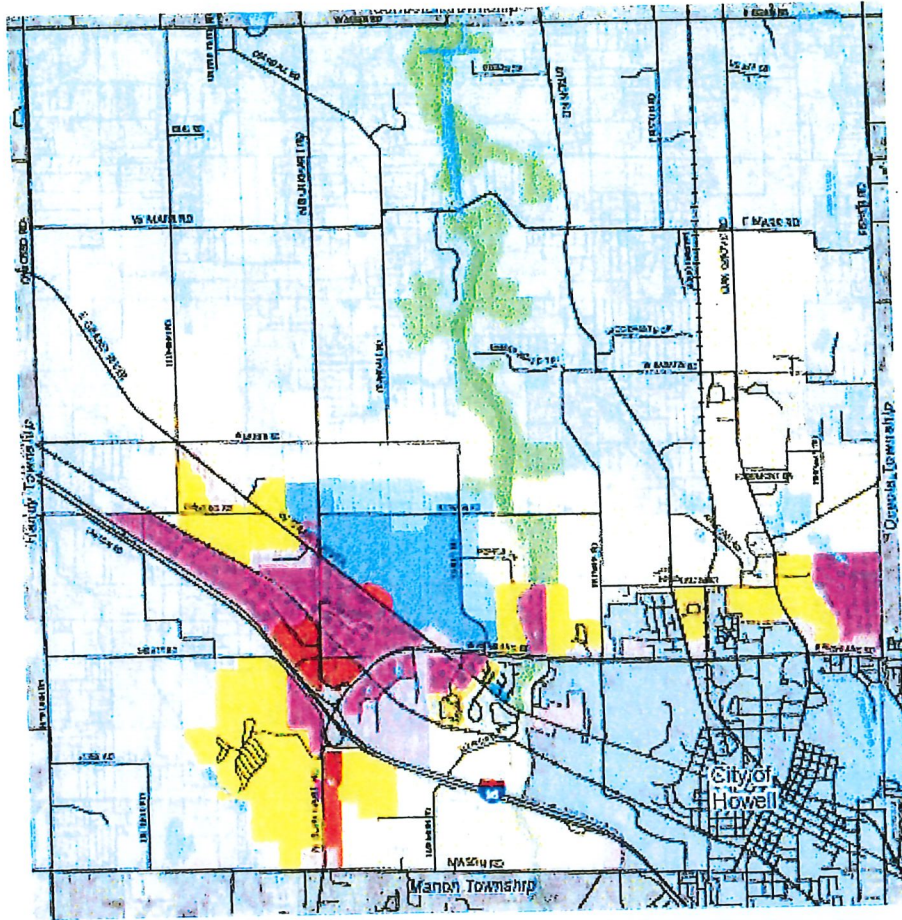
**COUNTY PLANNING STAFF RECOMMENDATION:**

**APPROVAL:** The proposed rezoning from NSC (Neighborhood Service Commercial) to OS (Office Service) is compatible with both the Howell Township Master Plan and the Livingston County Master Plan.

EXISTING LAND USE MAP and SURROUNDING ZONING:



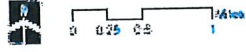
# FUTURE LAND USE MAP:




## FUTURE LAND USE

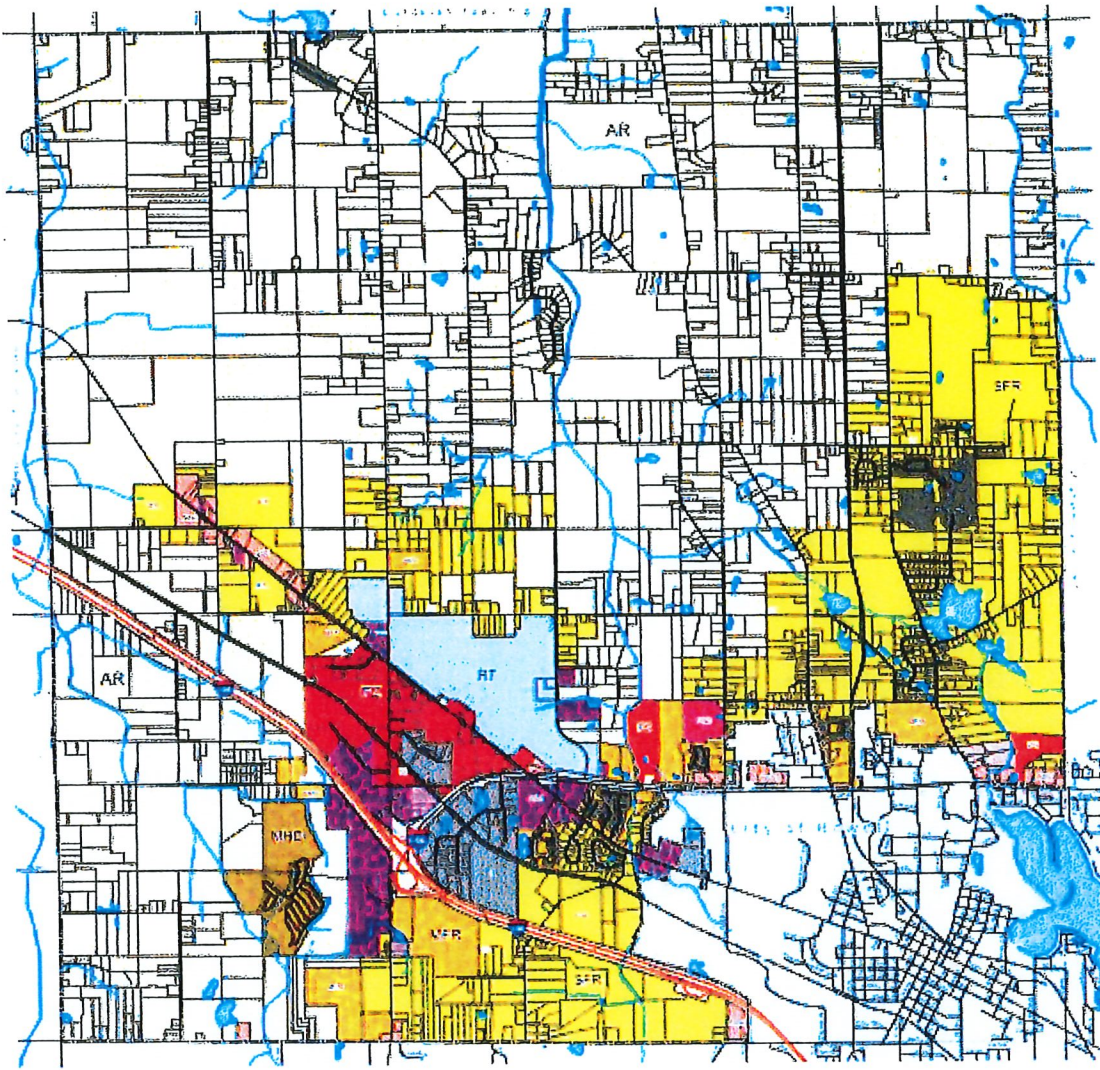
- |   |   |
|---|---|
|  Innovation Zone             |  Commercial - Regional Service |
|  Recreation and Preservation |  Industrial                    |
|  Airport                     |  Office                        |
|  Commercial - Airport        |  Residential - Low Density     |
|  Commercial - Local          |  Residential - Medium Density  |
|  Commercial - General        |  Agricultural Preservation     |
|   |  Shiloh River 200 foot Overlay |

Howell Township, Livingston County



September 28, 2018  
 City of Howell Associates, Inc. 

# CURRENT TOWNSHIP ZONING MAP:



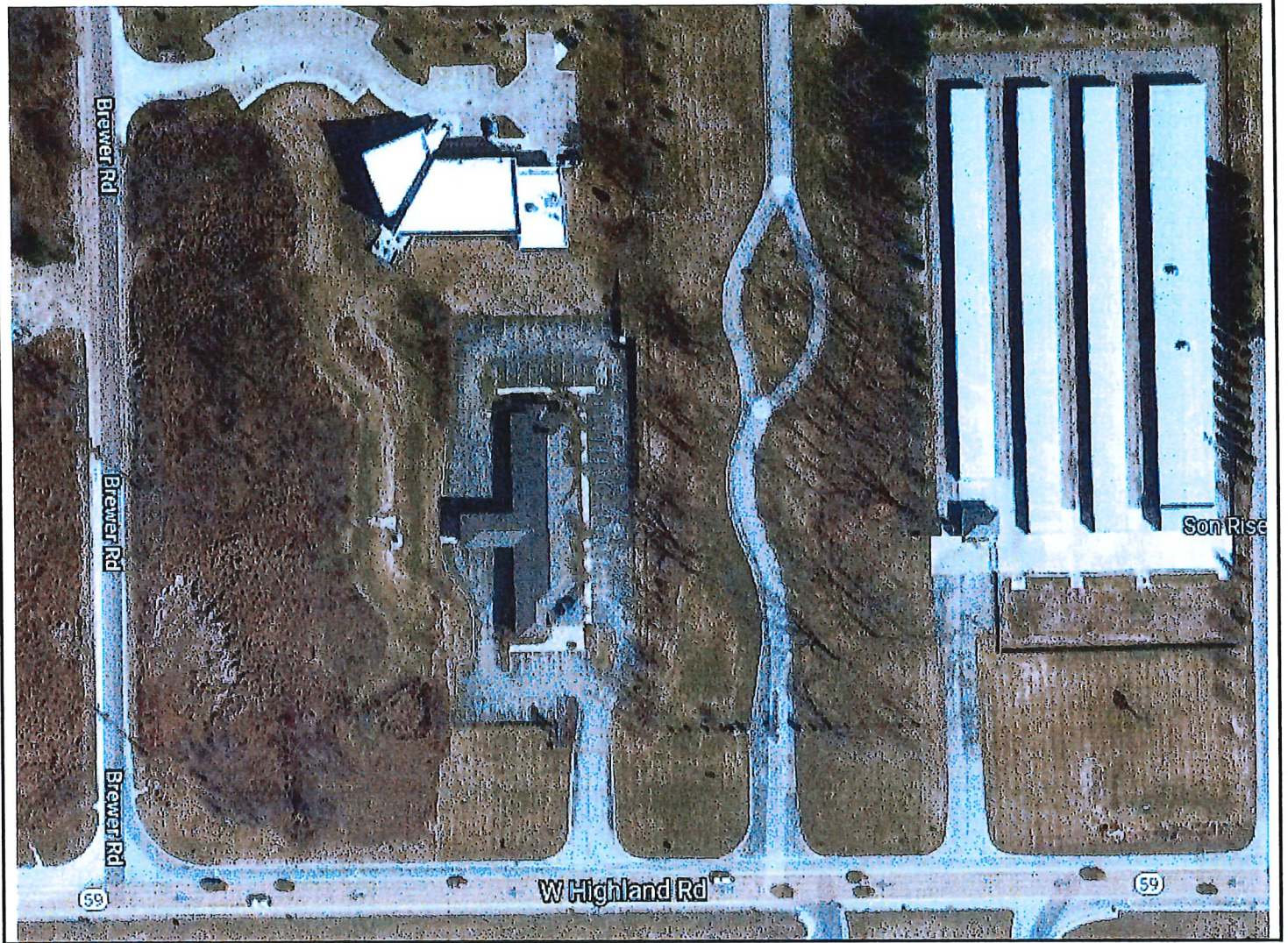
Zoning Designation	
●	Conditional Rezoning
	PLD - Planned Unit Development
	AR - Agricultural Residential
	SFR - Single Family Residential
	MFR - Multiple Family Residential
	MHD - Manufactured Housing District
	OS - Office Service
	MSC - Metropolitan Service Commercial
	HSC - Highway Service Commercial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

12/20/2016  
 This is a preliminary map and is subject to change without notice.  
 Planning Commission  
*[Signature]*  
 12/20/2016

SITE PHOTO:



SITE AERIAL PHOTO:





**PUBLIC HEARING continued:**

that any potentially development meet the same standards the he had to follow when he built. Discussion followed.  
**Motion** by Manwiller, seconded by Williams, **"TO CLOSE THE PUBLIC HEARING"**. Motion carried.

**Motion** by Manwiller, seconded by Williams, **"TO MAKE A RECOMONDATION TO THE TOWNSHIP BOARD TO APPROVE THE REZONING FROM INDUSTRIAL TO INDUSTRIAL FLEX ZONE FOR FILE # PC-2021-04. PARCEL 4706-28-100-052 BEING THE WEST 10 ACRES OF THE 21.5 ACRES CONDITIONED ON THE PARCEL BEING SPLIT, BASED ON THE FINDINGS IN THE PLANNERS REPORT.** Roll was called. Manwiller – yes, Haglund – Yes, Counts – Yes, Pominville – Yes, Markham – Yes, Williams – Yes, Motion carried.

**b. Motion** by Williams, seconded by Pominville, **"TO OPEN PUBLIC HEARING FOR FILE # PC-2021-05, PARCEL 4706-26-100-035 TO REZONE FROM NEIGHBORHOOD SERVICE COMMERCIAL, TO OFFICE SERVICE DISTRICT"**. Motion carried.

Township Planner Paul Montagno reported the request to rezone the property at 1700 W. Highland Road, and on the intended use as a funeral home. He explained that many uses in the OSD are similar to the NSC in nature as being lower scale, lower size. Funeral home are not a permitted use in the NSC, but are allowed as a special use in the OSD, and a special use permit would be required. Paul took questions from the board, and a discussion followed. Todd Borek of Borek Jennings Funeral Home took questions from the Board. Discussion followed. No response from the public.

**Motion** by Counts, seconded by Manwiller, **"TO CLOSE THE PUBLIC HEARING"**. Motion carried.

**Motion** by Counts, seconded by Manwiller, **"TO MAKE A RECOMONDATION TO THE TOWNSHIP BOARD TO APPROVE FOR FILE # PC-2021-05. PARCEL 4706-26-100-035 FROM NEIGHBORHOOD SERVICE COMMERCIAL TO OFFICE SERVICE DISTRICT BASED ON THE PLANNERS REPORT DATED 9-23-2021"**. Roll was called, Manwiller – Yes, Haglund – Yes, Counts – Yes, Pominville – Yes, Markham – yes, Williams – Yes, Motion carried.

**NEW BUSINESS:**

- a. File # PC-2021-006, Parcel 4706-26-100-035, 1700 W. Highland Road, Howell. A request to amend the current site plan. Township Planner Paul Montagno reported on his review of the site plan presented. Paul took questions from the Board members, discussion on parking followed.

**Motion** by Counts, seconded by Manwiller, **"TO APPROVE FOR FILE # PC-2021-05, REQUEST TO AMEND CURRENT SITE PLAN FOR PARCEL 4706-26-100-035, CONTIGENT ON THE PLANNERS REPORT DATED 9-23-2021, THE ENGINEERS REPORT DATED 9-15-2021, ALL OTHER GOVERNMENT AGENCIES NOTED IN THE ENGINEERS REPORT, AS WELL SPECIEL ATTION TO SEWER CONCTION, STORM WATER RETENTION, AND GRADING"**.

Roll was called. Williams – Yes, Markham – Yes, Haglund – Yes, Pominville – Yes, Counts – Yes, Manwiller – Yes, Motion carried.

**UNFINISHED BUSINESS:**

- a. Master Plan, discussion on the survey and how we want to get it out to the public. A short discussion on rental unit and short term rental.

**OTHER BUSINESS:** Discussed a combined training session with the planning commission and the zoning board of review.

HOWELL TOWNSHIP  
3525 BYRON ROAD, HOWELL, MI 48855  
Phone: 517-546-2817 ext. 108  
E-mail: [inspector@howelltownshipmi.org](mailto:inspector@howelltownshipmi.org)

APPLICATION FOR AMENDMENT  
Re-Zoning, Text Amendment

Fee: \$1000.00

File No: PC2021-05

Date: 8/30/21

Property ID#: 4706-26-100-035

1. Applicant: LEGACY REALTY, LLC DBA BOREK JENNINGS F.H.  
Address: 312 S. MICHIGAN Ave Howell MI 48843  
Telephone No: 517-546-0100 E-Mail: tda@borekjennings.com
2. Owner: LAKE TRUST CREDIT UNION  
Address: 4605 S. Old US-23 BRIGHTON MI 48114  
Telephone No: \_\_\_\_\_ E-Mail: \_\_\_\_\_
3. Zoning District: NSC - NEIGHBORHOOD SERVICE COMMERCIAL
4. Existing Use: CREDIT UNION
5. Proposed Use: FUNERAL HOME
6. Current Zoning Classification: NSC - NEIGHBORHOOD SERVICE COMMERCIAL
7. Proposed Zoning Classification: OS - OFFICE SERVICE DISTRICT
8. Legal description of property to be rezoned (attached copy if necessary):  
SEE ATTACHED

9. Requested change in ordinance: \_\_\_\_\_

10. Requested change in zoning map: Rezone from

NSC TO OS

11. Reason for requested change: CHANGE IN USE FROM

CREDIT UNION TO FUNERAL HOME

12. Has the Applicant made a previous request to rezone the property?

NO

If so, state when and decision of the Township Board: \_\_\_\_\_

Owner, being first fully sworn, on oath deposes and says that all the above statements in this application herewith are true.

[Signature]  
OWNER

Raynor D. Zillgitt, Jr  
PRINT NAME

General Counsel  
for Lake Trust  
Credit Union

Subscribed and sworn to before me

This 27 day of August, 2021

Tanya A. Uries  
Notary Public

Berrien County, Michigan

My commission expires: Nov. 26, 2025

Tanya A Uries  
NOTARY PUBLIC - MICHIGAN  
Berrien County  
My Commission Expires November 26, 2025

REVISED 11-1-2018

# AGENDA ITEM

8B-2



**REZONING REQUEST - | -  
STAFF REPORT**

Z-32-21

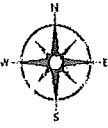
<b>COUNTY CASE NUMBER:</b>	Z-32-21	<b>TOWNSHIP:</b>	Howell Township
<b>REPORT DATE:</b>	October 13, 2021	<b>SECTION NUMBER:</b>	28
<b>STAFF ANALYSIS BY:</b>	Scott Barb	<b>TOTAL ACREAGE:</b>	10 acres

<b>APPLICANT / OWNER:</b>	Jeremy Kratt/R&K II, LLC
<b>LOCATION:</b>	Hydraulic Drive from Burkhart Road (western 10-acre portion of parcel)
<b>LAND USE:</b>	Currently vacant property

<b>CURRENT ZONING:</b>	<b>REQUESTED ZONING:</b>
I Industrial	IFZ Industrial Flex Zone
<b>PERMITTED/SPECIAL USES (Not all inclusive):</b>	<b>PERMITTED/SPECIAL USES (Not all inclusive):</b>
<p><u>Permitted:</u></p> <p>I: Agricultural products; Furniture and fixtures; Converted paper and products; Printing and publishing; Biological products, drugs, medical, and pharmaceutical preparation; Glass and associated products; Electrical machinery, equipment and supplies; Professional, scientific, and controlling instruments; Jewelry, canvas and associated products; Metalworking; Office, computing, and accounting machines; Jobbing and machine shops; Monuments; Major repair of vehicles; Lumber yards; Warehouses and distribution.</p>	<p><u>Permitted:</u></p> <p>IFZ: General office public or private; Educational and training facilities; Scientific and experimental research; Sales of vehicles and associated outdoor displays; Dealerships; Warehouses and distribution centers; Storage within completely enclosed structures; Mini-warehousing; Retail sales of parts equipment, plumbing, electrical, building materials, hvac, gardening, and landscaping; Service establishments; Woodworking; Tool and die, machine shops, injection molding; Contractors buildings; Any other similar use listed meeting similar criteria.</p>
<p><u>Special:</u></p> <p>I: Junk yards; Asphalt and concrete mixing; Any permitted principal or special use which cannot meet the minimum performance requirements for noise, vibration, smoke, dust, dirt, glare, toxic materials, odors, gasses, radiation, or other effect.</p>	<p><u>Special:</u></p> <p>IFZ: Indoor recreation facilities; Outdoor recreation facilities; Water parks; Commercial kennels; Veterinary clinics and animal hospitals; Storage of recreational vehicles; Open air businesses; Completely enclosed uses such as electrical machinery, professional and scientific instruments, fabricating metal products, vehicle repair facilities, towing facilities, propane storage and distribution, and sale or leasing of used vehicles not in conjunction with a new car dealership.</p>
<p><b>Minimum Lot Area:</b> Minimum of 2 acres; 40,000 sq. ft. with public water and sewer.</p>	<p><b>Minimum Lot Area:</b> Minimum of 2 acres; 40,000 sq. ft. with public water and sewer.</p>

<b>TOWNSHIP PLANNING COMMISSION RECOMMENDATION AND PUBLIC COMMENTS:</b>	<b>ESSENTIAL FACILITIES AND ACCESS:</b>
<p>The proposed rezoning was APPROVED at the September 28, 2021 public hearing at the Howell Township hall. There were no comments from the public on the proposed rezoning and comments from the planning commission focused only on the positive aspects of the proposed rezoning.</p>	<b>Water:</b> Well and public water supply (parcel dependent)
	<b>Sewer:</b> Septic and sanitary sewer (parcel dependent)
	<b>Access:</b> Access to the parcel is directly from Hydraulic Drive off of Burkhart Road.

**EXISTING LAND USE, ZONING AND MASTER PLAN DESIGNATION:**

		Land Use:	Zoning:	Master Plan:
	<b>Subject Site:</b>	Currently Vacant Parcel	I – Industrial	Innovation Zone
	<b>To the North:</b>	Industrial	I – Industrial	Innovation Zone
	<b>To the East:</b>	Vacant	I – Industrial	Innovation Zone
	<b>To the South:</b>	Industrial	IFZ – Industrial Flex Zone	Innovation Zone
	<b>To the West:</b>	Vacant	I – Industrial	Innovation Zone

**ENVIRONMENTAL CONDITIONS:**

<b>Soils / Topography:</b>	The site of the rezoning is primarily covered with Miami and Conover loam soils with 2 to 6 percent slopes. This is well suited for building and drainage and any potential development.
<b>Wetlands:</b>	DEQ maps illustrate no wetlands on the west 10 acres of the site that is being considered for rezoning.
<b>Vegetation:</b>	This property is currently undeveloped and in its natural vegetative state.
<b>County Priority Natural Areas:</b>	There are no designated natural areas on the site of the rezoning.

**TOWNSHIP MASTER PLAN DESIGNATION:**

The 2016 Howell Township Master Plan designates the subject parcel as part of the **Innovation Zone** and describes this future land use classification in the following way:

*'The Innovation Zone is a proposed district that is intended to be flexible with regard to specific use while being more prescriptive with regard to design and quality of development. It is recognized that many of the uses currently permitted in one or more of the industrial or commercial districts could be compatible land uses. In fact, such uses have the same or similar building and special requirements. The flexibility of the district is intended to foster economic development, create job opportunities, and increase tax base by promoting the development or redevelopment of land that is adjacent to existing industrial and commercially developed property. Regulations should encourage the development of property in a manner that allows mixed industrial and commercial development; eliminates blighted properties; incorporates low impact design practices, as well as ensuring safe and complimentary vehicular and pedestrian circulation patterns; improves environmental quality and remediates degraded properties; and provides an attractive transition between residential and non-residential properties.'*

One of the main goals of the Township Master Plan is to support the continued growth of industrial uses in appropriate areas of the Township. Location should be based on current development patterns, existing and planned infrastructure such as highways, rail lines, and utilities. The proposed rezoning of the west 10 acres of the subject property fits well within the planned intentions of the master plan by adhering to these objectives. The parcel is located in an area that is already developed heavily with industrial land uses and is part of the Township's Innovation Zone that specifically targets industrial and commercial properties within Howell Township.

**COUNTY COMPREHENSIVE PLAN:**

The 2018 Livingston County Master Plan does not direct future land use patterns, or development within Livingston County. Alternatively, it offers a county-wide land use perspective when reviewing potential rezoning amendments. The Land Use & Growth Management chapter of the plan includes decision-making recommendations regarding potential land use conflicts and promoting policies that encourage appropriate land use management.

**COUNTY PLANNING STAFF COMMENTS:**

The applicant (Jeremy Kratt/R&K II, LLC) is proposing to rezone the west 10 acres of parcel #4706-28-100-052 from Industrial to Industrial Flex Zone for the purpose of constructing an indoor and outdoor storage facility. While the potential use of the property is commercial/industrial in nature and would be a reasonable fit for both zoning designations, the Industrial Flex Zone will allow the proposed use of the property as a special use. The subject site is currently located in an area that is already well developed with industrial related uses and is surrounded by properties that have already been rezoned to the Industrial Flex Zone classification. It should be further noted that the Innovation Zone master plan designation is directly linked with the recently created (within the last few years) Industrial Flex Zone District.

Section 23.02.D (5) establishes the criteria that the Township Planning Commission must consider when evaluating a rezoning of land. These standards include:

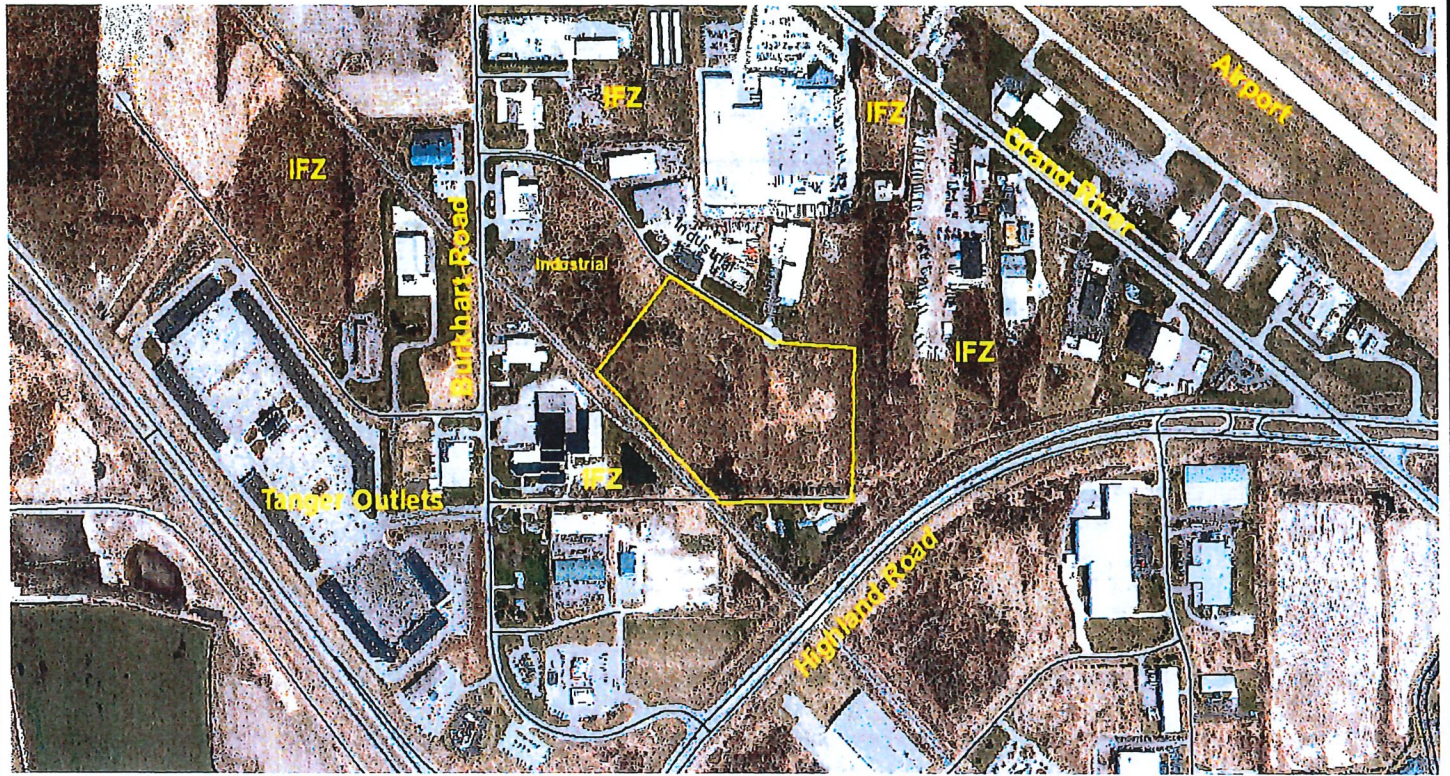
- 1. Whether the rezoning is consistent with the policies and uses provided for that area in the Township Master Plan.*
- 2. Whether all of the uses allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area.*
- 3. Whether any public services and facilities would be adversely affected by a development or use allowed under the requested rezoning.*
- 4. Whether the uses allowed under the proposed rezoning would be equally or better suited to the area than uses allowed under the current zoning of land.*

When consideration is given to the above requirements regarding a rezoning of land within the Township, we believe that the proposed rezoning is compatible with the intentions of both the Township Master Plan and the Township Zoning Ordinance. The rezoning is consistent with existing and intended development patterns in the immediate area and the proposed use of the property is well suited for the requested district.

**COUNTY PLANNING STAFF RECOMMENDATION:**

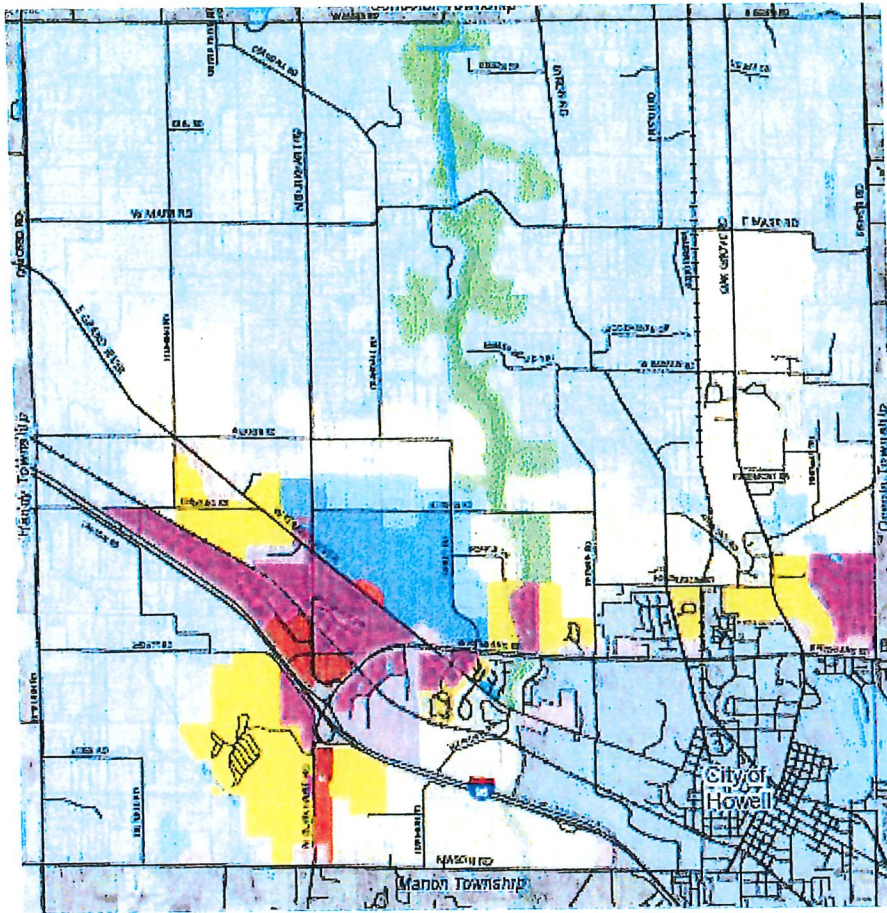
**APPROVAL:** We believe the requested rezoning from I – Industrial to IFZ – Industrial Flex Zone is compatible with the Howell Township Master Plan and the Livingston County Master Plan.

EXISTING LAND USE MAP and SURROUNDING ZONING:





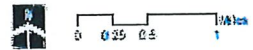
# FUTURE LAND USE MAP:




## FUTURE LAND USE

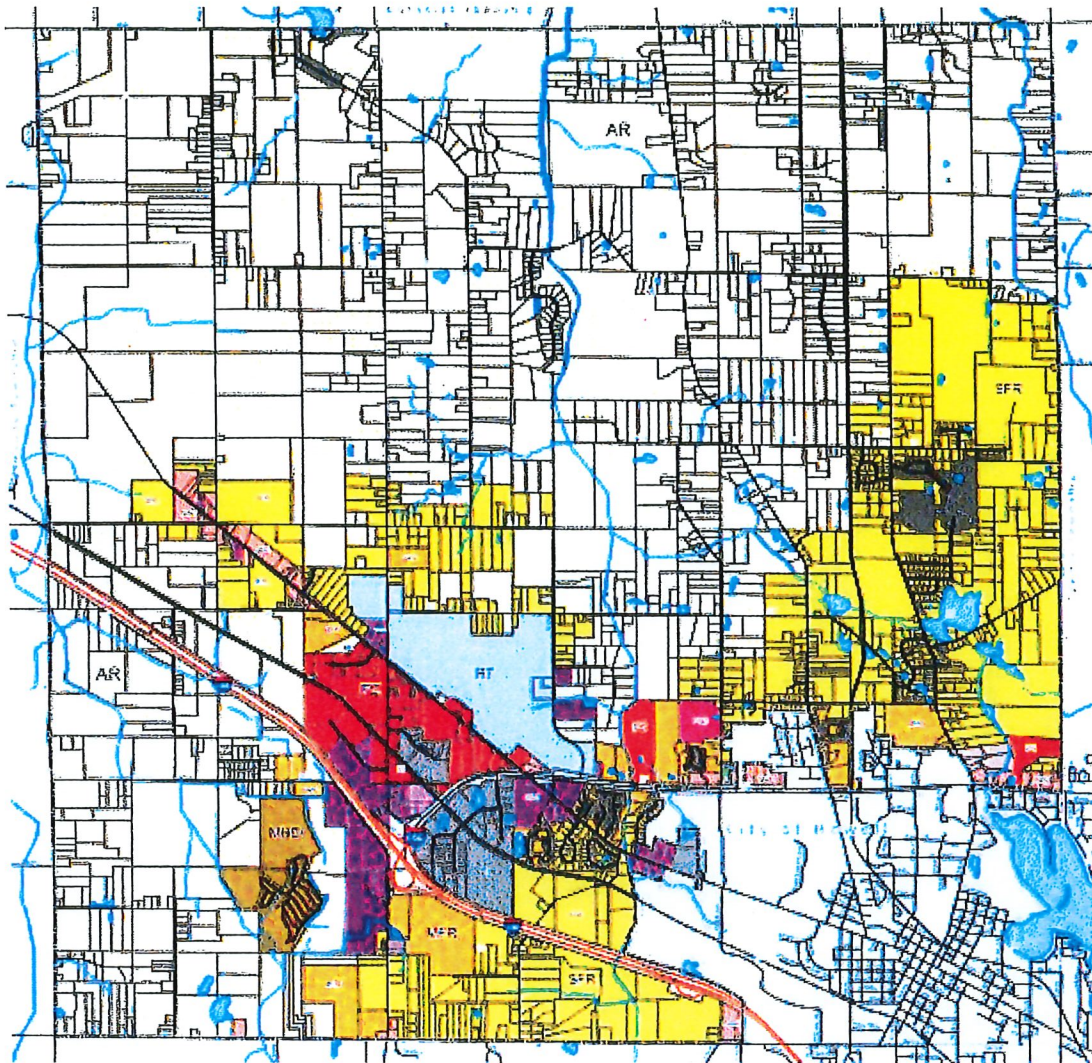
Howell Township, Livingston County

- |   |  |
|---|--|
|  Innovation Zone             |  Commercial - Regional Service      |
|  Recreation and Preservation |  Industrial                         |
|  Airport                     |  Office                             |
|  Commercial - Airport        |  Residential - Low Density          |
|  Commercial - Local          |  Residential - Medium Density       |
|  Commercial - General        |  Agricultural Preservation          |
|   |  Shilawassee River 200 foot Overlay |



September 25, 2015  
City/County Association, Inc. 

# CURRENT TOWNSHIP ZONING MAP:



Zoning Designation	
	Conditional Planning
	PLD - Planned Land Development
	AR - Agricultural Residential
	SFR - Single Family Residential
	MFR - Multiple Family Residential
	MHD - Manufactured Housing District
	CS - Civic Services
	NSC - Neighborhood Service Commercial
	HSC - Highway Service Commercial
	RSC - Regional Service Commercial
	IZ - Industrial Flex Zone
	I - Industrial
	RT - Research & Technology

*PREPARED BY*  
 THE TOWNSHIP ENGINEER HAS REVIEWED AND APPROVES THE ZONING MAP AS SHOWN  
 TOWNSHIP ENGINEER *[Signature]*  
 TOWNSHIP CLERK *[Signature]*

SITE PHOTO:



HOWELL TOWNSHIP PLANNING COMMISSION  
MINUTES: SEPTEMBER 28, 2021, 6:30 P.M.  
3525 BYRON RD. HOWELL TOWNSHIP HALL, HOWELL MI 48855 (517-546-2817)

---

**MEMBERS PRESENT:**

Martha Haglund      Chairwoman  
Wayne Williams      Vice-Chairwoman  
Peter Manwiller      Secretary  
Matthew Counts      Board Rep.  
Denise Markham      Commissioner  
Paul Pominville      Commissioner

**MEMBERS ABSENT:**

Glen Miller      Commissioner

Also in attendance:      Zoning Administrator Joe Daus, and Township Planner Paul Montagno.

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

**APPROVAL OF AGENDA:** *MOTION* by Counts, seconded by Manwiller, **“TO APPROVE THE September 28, 2021 PLANNING COMMISSION AGENDA AS PRESENTED.”** Motion carried.

**APPROVAL OF MINUTES:** *MOTION* by Williams, seconded by Counts, **“TO APPROVE THE June22, 2021 PLANNING COMMISSION MINUTES AS PRESENTED.”** Motion carried.

**TOWNSHIP BOARD REPORT:** Matt Counts reported that June and July is budget time and the budget had been approved. In august they approved to use money that was received from covid to expand the internet access to the south west corridor of the Township. In September the Board approved expenditures to make improvements to the cemetery, to purchase a generator for the Township Hall. He also reported on a meeting with MDOT on M-59 and Oak Grove Road, they are working on possible changes and update to the intersection. Martha Haglund ask about the feasibility study for pathway along Oak Grove Road, discussion followed.

**ZONING BOARD OF APPEALS REPORT:** Martha reported that there has not been a ZBA meeting for several months.

**ZONING ADMINISTRATOR REPORT:** Monthly Permit list is attached. There were no questions.

**HOWELL TOWNSHIP PARKS REPORT:** Chairwoman Martha Haglund reported that Sleepy Howell will be coming up and that it would be a drive through event.

**PUBLIC HEARING:**

a. Motion by Counts, seconded by Pominville, **“TO OPEN THE PUBLIC HEARING FOR FILE # PC-2021-04, REQUEST TO REZONE PARCEL 4706-28-100-052”.** Motion carried.

Township Planner Paul Montagno reported that the request was to rezone the west 10 acres of the 21.5 acres site from Industrial to Industrial Flex Zone, and that there intent is to develop indoor and outdoor storage facility on the site. He noted that the IFZ is consistent with the Master Plan. Al Pruss with Monument Engineering present a brief over on the intended use for the site, and took question from the board members. Chairwoman Haglund took comments from the public. Jeff Layer the owner of Layer Properties at 1684 Hydraulic Drive had concerns

**PUBLIC HEARING continued:**

that any potentially development meet the same standards the he had to follow when he built. Discussion followed.  
**Motion by Manwiller, seconded by Williams, "TO CLOSE THE PUBLIC HEARING". Motion carried.**

**Motion by Manwiller, seconded by Williams, "TO MAKE A RECOMONDATION TO THE TOWNSHIP BOARD TO APPROVE THE REZONING FROM INDUSTRIAL TO INDUSTRIAL FLEX ZONE FOR FILE # PC-2021-04. PARCEL 4706-28-100-052 BEING THE WEST 10 ACRES OF THE 21.5 ACRES CONDITIONED ON THE PARCEL BEING SPLIT, BASED ON THE FINDINGS IN THE PLANNERS REPORT. Roll was called. Manwiller – yes, Haglund – Yes, Counts – Yes, Pominville – Yes, Markham – Yes, Williams – Yes, Motion carried.**

**b. Motion by Williams, seconded by Pominville, "TO OPEN PUBLIC HEARING FOR FILE # PC-2021-05, PARCEL 4706-26-100-035 TO REZONE FROM NEIGHBORHOOD SERVICE COMMERCIAL, TO OFFICE SERVICE DISTRICT". Motion carried.**

Township Planner Paul Montagno reported the request to rezone the property at 1700 W. Highland Road, and on the intended use as a funeral home. He explained that many uses in the OSD are similar to the NSC in nature as being lower scale, lower size. Funeral home are not a permitted use in the NSC, but are allowed as a special use in the OSD, and a special use permit would be required. Paul took questions from the board, and a discussion followed. Todd Borek of Borek Jennings Funeral Home took questions from the Board. Discussion followed. No response from the public.

**Motion by Counts, seconded by Manwiller, "TO CLOSE THE PUBLIC HEARING". Motion carried.**

**Motion by Counts, seconded by Manwiller, "TO MAKE A RECOMONDATION TO THE TOWNSHIP BOARD TO APPROVE FOR FILE # PC-2021-05. PARCEL 4706-26-100-035 FRON NEIGHBORHOOD SERVICE COMMERCIAL TO OFFICE SERVICE DISTRICT BASED ON THE PLANNERS REPORT DATED 9-23-2021". Roll was called, Manwiller – Yes, Haglund – Yes, Counts – Yes, Pominville – Yes, Markham – yes, Williams – Yes, Motion carried.**

**NEW BUSINESS:**

- a. File # PC-2021-006, Parcel 4706-26-100-035, 1700 W. Highland Road, Howell. A request to amend the current site plan. Township Planner Paul Montagno reported on his review of the site plan presented. Paul took questions from the Board members, discussion on parking followed.

**Motion by Counts, seconded by Manwiller, "TO APPROVE FOR FILE # PC-2021-05, REQUEST TO AMEND CURRENT SITE PLAN FOR PARCEL 4706-26-100-035, CONTIGENT ON THE PLANNERS REPORT DATED 9-23-2021, THE ENGINEERS REPORT DATED 9-15-2021, ALL OTHER GOVERNMENT AGENCIES NOTED IN THE ENGINEERS REPORT, AS WELL SPECIEL ATTION TO SEWER CONCTION, STORM WATER RETENTION, AND GRADING".**

Roll was called. Williams – Yes, Markham – Yes, Haglund – Yes, Pominville – Yes, Counts – Yes, Manwiller – Yes, Motion carried.

**UNFINISHED BUSINESS:**

- a. Master Plan, discussion on the survey and how we want to get it out to the public. A short discussion on rental unit and short term rental.

**OTHER BUSINESS:** Discussed a combined training session with the planning commission and the zoning board of review.

HOWELL TOWNSHIP  
3525 BYRON ROAD, HOWELL, MI 48855  
Phone: 517-546-2817 ext. 108  
E-mail: [inspector@howelltownshipmi.org](mailto:inspector@howelltownshipmi.org)

APPLICATION FOR AMENDMENT  
Re-Zoning, Text Amendment

Fee: \$1000.00 File No: PC2021-04 Date: 8.17.21

Property ID#: 4706-062-810-0052

1. Applicant: Jeremy Kraft

Address: 263 Great Pines Oxford MI 48377

Telephone No: 248-941-3095 E-Mail: Jeremy.Kraft@hotmail.com

2. Owner: R4K II, LLC (Ken Culver)

Address: PO Box 1297, Fowlerville MI 48836

Telephone No: (313) 938-9237 E-Mail: Culverdi81@gmail.com

3. Zoning District: Industrial

4. Existing Use: VACANT

5. Proposed Use: Indoor + Outdoor Storage

6. Current Zoning Classification: Industrial

7. Proposed Zoning Classification: IF2

8. Legal description of property to be rezoned (attached copy if necessary):

See Attachment  
Parcel # 7; 10.00 ± Acres  
Part of parcel ID 4706-28-100-052

9. Requested change in ordinance: N/A

10. Requested change in zoning map: Change to Industrial Flex zone

11. Reason for requested change: Very High demand for Campers, RV's, Boats

12. Has the Applicant made a previous request to rezone the property?

No

If so, state when and decision of the Township Board: \_\_\_\_\_

Owner, being first fully sworn, on oath deposes and says that all the above statements in this application herewith are true.

Ken Culver  
OWNER

Ken Culver  
PRINT NAME

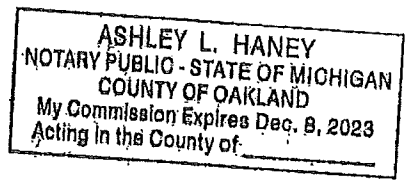
Subscribed and sworn to before me

This 23<sup>rd</sup> day of August, 2021

Ashley L. Haney  
Notary Public

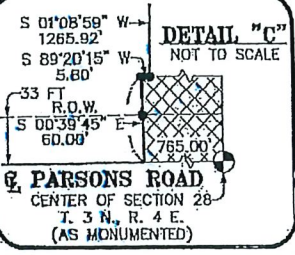
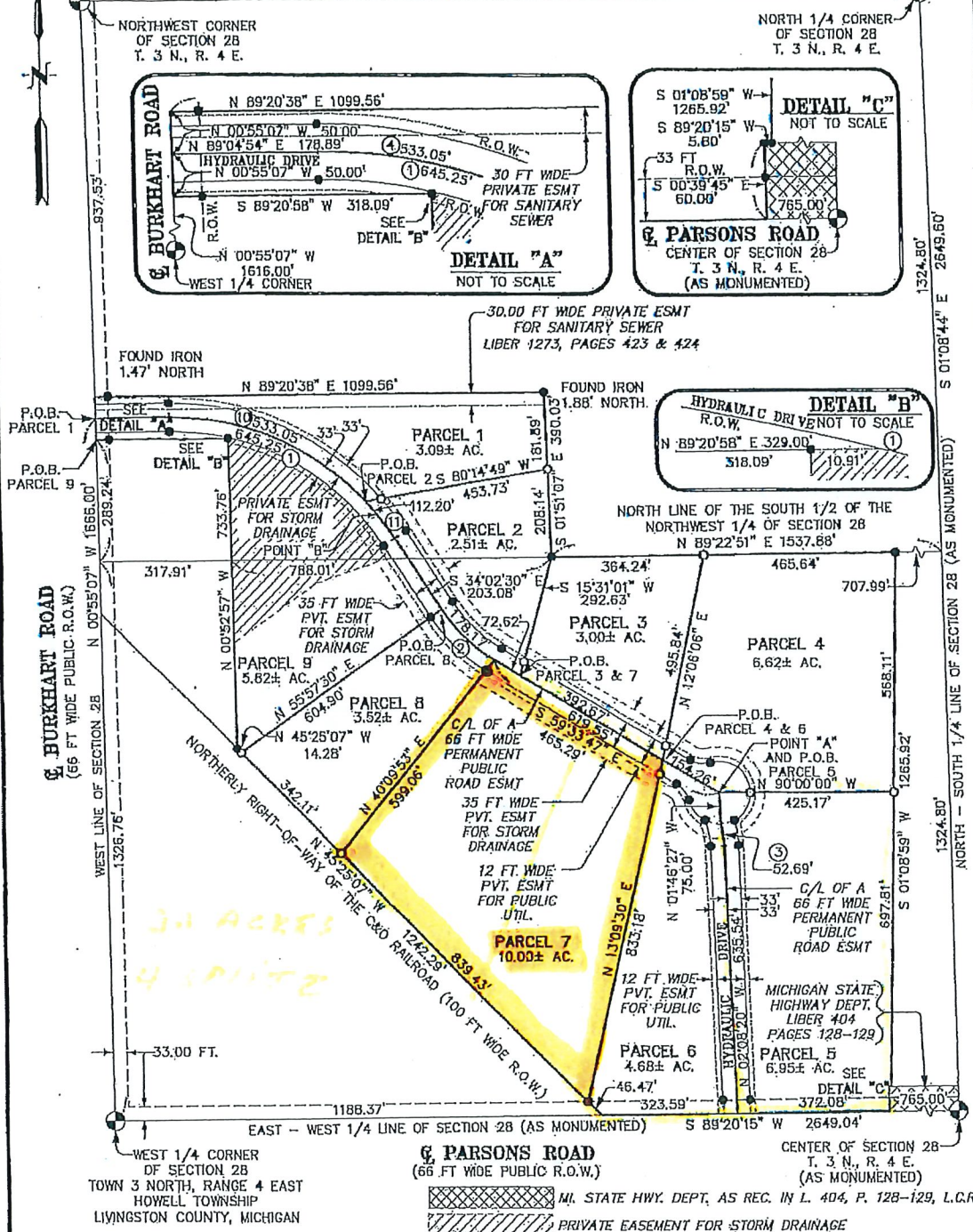
Oakland County, Michigan

My commission expires: Dec 8, 2023



# CERTIFICATE OF SURVEY

NORTH LINE OF SECTION 28 N 89°25'27" E 2638.56'



**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE LAND HEREIN PLATTED AND/OR DESCRIBED ON 9/2/99, AND THAT THE RATIO OF CLOSURE ON THE UNADJUSTED FIELD OBSERVATIONS OF SUCH SURVEY WAS 1/10,000 OR BETTER, AND THAT ALL OF THE REQUIREMENTS OF ACT NO. 132, P.A. 1970 (AS AMENDED) HAVE BEEN COMPLIED WITH.

NOTE: BEARINGS ARE BASED ON MDOT PLANS FOR HIGHWAY 1-96, FILE #47-R-2, PROJ. 47-26, SHEET 51.

<p style="text-align: center;"><b>LEGEND</b></p> <p>○ = SET 3/4" x 18" IRON PIPE WITH CAP          MARKED PS # 33971          ALL DISTANCES SHOWN ARE IN FEET AND DECIMALS THEREOF, (R) INDICATES A MEASUREMENT OF RECORD.</p> <p>SECTION 28, TOWN 3 NORTH, RANGE 4 EAST          HOWELL TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN</p> <p>SCALE: 1 IN. = 300 FT.</p> <p>JOB NO. 1-06-28-912B DATE: 02/23/00 FB:          DWG NO: 9128-132 SHEET 1 OF 9 DRAWN: LMC</p>	<p>CLIENT: ROB HUGHES</p> <div style="text-align: center;"> <p>7011 W. GRAND RIVER AVE.              BRIGHTON, MICHIGAN 48114              (810) 227-9535</p> </div> <p style="text-align: center;">MARY A. BARNWELL              PROFESSIONAL SURVEYOR No. 33971</p>
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**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: September 21, 2021

**Land Use and Zoning Analysis**  
**For**  
**Howell Township, Michigan**

**Applicant:** Jeremy Kratt  
263 Great Pine  
Oxford, MI 48371

**Project Name:** Culver Rezoning

**Location:** South Side of Hydraulic Drive (Parcel ID: 4706-28-100-052)

**Current Zoning:** I – Industrial

**Action Requested:** Rezoning from I – Industrial to IF – Industrial Flex

**Required Information:** As noted in the following review.

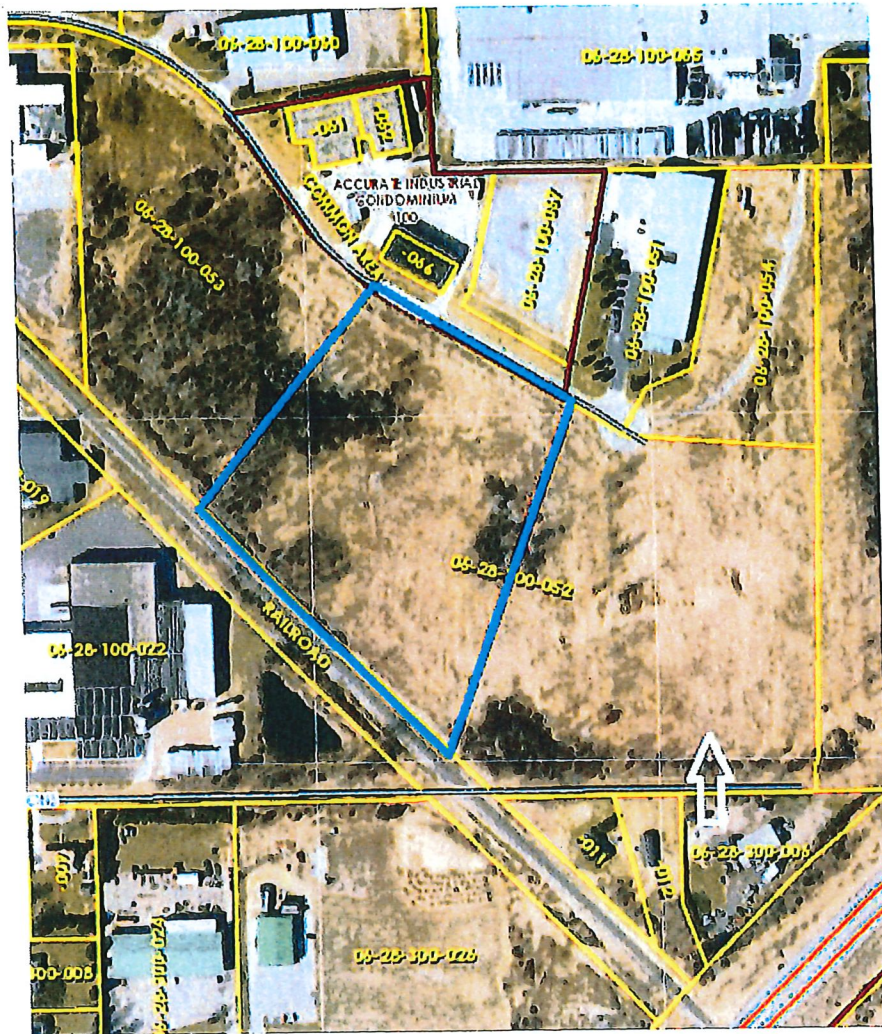
**PETITION**

The applicant is requesting a rezoning for the western 10 acre portion of parcel 4706-28-100-052 located on the South Side of Hydraulic Drive. The petitioner requests that the zoning of the parcel be amended from I – Industrial to IF – Industrial Flex. In their application, the applicant indicates they intend on developing an indoor and outdoor storage facility.

**SITE DESCRIPTION/CURRENT USE**

The parent parcel to the subject site is 21.53 acres. The applicant has provided a survey drawing in their application showing how the parcel is proposed to be divided. The site is currently undeveloped. The site contains wetlands and open space and a few small stands of mature trees.

Figure 1 - Aerial Image of Site and Surroundings



**SURROUNDING ZONING AND LAND USE**

The following chart compares zoning, future land use designation per the Master Plan, and existing land use for the subject parcel and its adjacent parcels.

	Zoning	Existing Land Use	Future Land Use Designation
Subject parcels	I – Industrial	Vacant	IFZ – Industrial Flex Zone
North	I – Industrial	Industrial	IFZ – Industrial Flex Zone
South	IFZ – Industrial Flex Zone	Industrial	IFZ – Industrial Flex Zone
East	I – Industrial	Vacant	IFZ – Industrial Flex Zone
West	I – Industrial	Vacant	IFZ – Industrial Flex Zone

**MASTER PLAN**

Figure 2 - Current Zoning Map

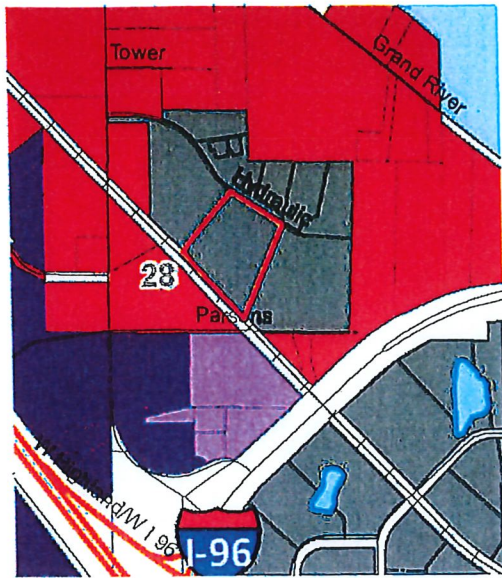
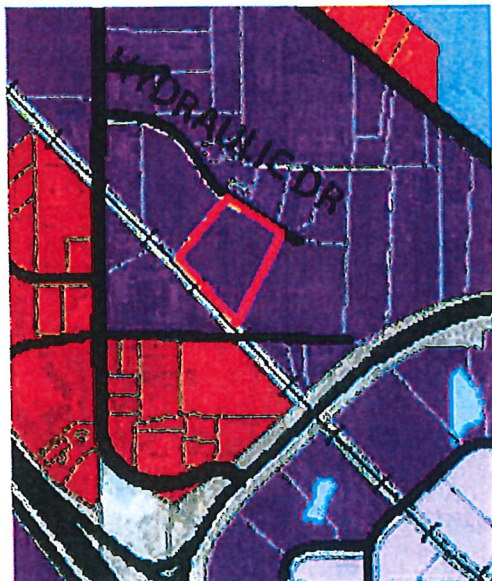


Figure 3 - Future Land Use Map



As noted above and depicted in Figure 2 which depicts the current zoning map, the subject parcel is currently zoned Industrial. Figure 3 depicts the Future Land Use Map from the adopted 2016 Howell Township Master Plan. The Future Land Use Plan designates the subject site as being Innovation Zone.

## DEVELOPMENT POTENTIAL

### Current Zoning

#### *I – Industrial*

It is the intent of the industrial district to provide for the development of sites for industrial plants in which they manufacture of goods in the form of finished or semi-finished products or the assembly, compounding, or treatment of product parts or ingredients in order to create finished or semi-finished goods for sale to other industrial manufacturers, or to bulk or wholesale commercial purchasers.

### Proposed Zoning:

#### *IF – Industrial Flex Zone:*

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.

Among the uses aloud in this district, Mini-warehousing, when conducted completely within a building, or structure is a use permitted by right. Storage of recreational vehicles is considered a special use. However, any of the various uses permitted in this district as indicated in Article XII may be proposed on this lot if the rezoning were to be approved.

## FINDINGS FOR REZONING

In reviewing an application for the rezoning of land, whether the application be made with or without an offer of conditions, factors that should be considered by the Planning Commission and the Township Board include, but are not limited to, the following:

- a) Whether the rezoning is consistent with the policies and uses proposed for that area in the Township's Master Land Use Plan;

**CWA** The Future Land Use Map in the Master Plan designates this area as being Innovation Zone. This designation led to the creation of the Industrial Flex Zone in the Zoning ordinance. Therefore, the proposed zoning is consistent with the policies in the master plan.

- b) Whether all uses allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area;

**CWA** The proposed rezoning is consistent with the existing and intended development pattern in the area. As indicated by the maps and tables in this report the subject site is surrounded by industrial use and/or lands that are zoned or planned for Industrial and Industrial Flex Zoning.

- c) Whether any public services and facilities would be significantly adversely impacted by a development or use allowed under the requested rezoning; and

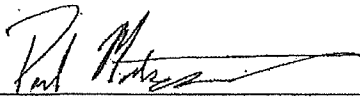
**CWA** We don't expect any additional significant impacts to be generated by rezoning the property. Typically, industrial uses don't require significant public services, except that they may have significant water or sewer needs. The proposed development is within the sewer and water services district. If the site is developed for the intended storage facility, services will be minimal. However, any use proposed for this site will be evaluated during the site plan review stage.

- d) Whether the uses allowed under the proposed rezoning would be equally or better suited to the area than uses allowed under the current zoning of the land.

**CWA** This land is well suited for either uses permitted in the I district or the IF district.

## RECOMMENDATIONS

Based on the findings above the rezoning appears to be consistent with the master plan policies and compatible with the existing and plan surrounding land uses. The Planning Commission should review each of the findings in this review to determine if the proposed rezoning is appropriate before making a recommendation to the Township Board. If the Township decides to move forward with the rezoning, we would recommend that the land be split prior to completing the rezoning.



CARLISLE/WORTMAN ASSOC., INC.  
Paul Montagno, AICP  
Senior Associate

#308-2102

# AGENDA ITEM

8C-1

**Motion** by Manwiller, seconded by Miller, **“TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO APPROVE THE SPECIAL USE PERMIT FOR FILE PC-2021-09. PARCEL #4706-23-300-014. BASED ON THE FINDINGS IN THE PLANNERS REPORT SPECIAL USE A. THRU F.”** Roll was called. Haglund – Yes, Counts – Yes, Pominville – Yes, Miller – Yes, Markham – Yes, Manwiller – Yes, Motion carried.

**b. Motion** by Counts, seconded by Pominville, **“TO OPEN PUBLIC HEARING FOR FILE PC-2021-010, PARCEL #4706-26-100-035, 1700 W. HIGHLAND ROAD, HOWELL. REQUEST A SPECIAL USE PERMIT FOR A FUNERAL HOME”.** Motion carried.

Township Planner Paul Montagno reported on the request and viewed his report. Todd Borek of Borek Jennings Funeral Home responded to the questions of parking and on hooking up to the sewer, and took questions from the Commissioners. Discussion followed. No response from the public.

**Motion** by Manwiller, seconded by Miller, **“TO CLOSE THE PUBLIC HEARING”.** Motion carried.

**Motion** by Manwiller, seconded by Markham, **“TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO APPROVE SPECIAL USE PERMIT FOR FILE PC-2021-010, PARCEL #4706-26-100-035. 1700 W. HIGHLAND ROAD, HOWELL. BASED ON THE FINDINGS IN THE PLANNERS REPORT SPECIAL USE A. THRU F, ALSO WITH A CONDITION THAT THE BUILDING CAPACITY BE LIMITED ON THE AVAILABLE PARKING”.** Roll was called, Counts – Yes, Pominville – Yes, Haglund – Yes, Miller – Yes, Manwiller – Yes, Markham – yes, Motion carried.

**c. Motion** by Counts, seconded by Miller, **“TO OPEN THE PUBLIC HEARING FOR FILE PC-2021-08, REQUEST FOR A SPECIAL USE PERMIT TO ALLOW FOR OUTSIDE RV STORAGE.”** Motion carried.

Township Planner Paul Montagno reported on the request and viewed his report. Discussion followed. Dave Hughes with Vanston / O’Brien Inc. presented the project. Discussion followed.

**Motion** by Manwiller, seconded by Miller, **“TO CLOSE THE PUBLIC HEARING”.** Motion carried.

**Motion** by Manwiller, second by Counts, **“TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO APPROVE SPECIAL USE PERMIT FOR FILE PC-2021-08 FOR OUTSIDE RV STORAGE, WITH THE CONDITIONS THAT CONTRACTOR OPERATIONS ARE NOT ALLOWED, AND THAT SCREENING IS PROVIDED ALONG I-96. BASED ON THE FINDINGS SECTION 16.5 a. OF THE ZONNING ORDINANCE”.** Roll was called, Miller – Yes, Counts – Yes, Pominville – Yes, Markham – Yes, Haglund – Yes, Manwiller – Yes, Motion carried.

#### **NEW BUSINESS:**

a. File PC-2021-007, Preliminary Site Plan Review, Parcel #4706-29-200-032, vacant land on Lambert Dr. A request for Mini Storage with Outdoor RV Storage. Site plan was presented and discussed during the special use permit discussion.

**Motion** by Counts, seconded by Manwiller, **“TO APPROVE FOR FILE PC-2021-07 PRELIMINARY SITE PLAN FOR PARCEL #4706-29-200-032, PRELIMINARY APPROVAL BASED ON THE PLANNERS REPORT DATED 10.17.2021, THE ENGINEERS REPORT DATED 10.12.2021, AND THE FIRE MARSHAL REPORT DATED 10.11.2021, CONTINGENT THAT THE APPLICATE ADDRESS ALL OF THE CONCERNS AS WELL ALL OTHER GOVERNMENT AGENCIES.**

Roll was called. Manwiller – Yes, Counts – Yes, Pominville – Yes, Miller – Yes, Markham – Yes, Haglund – Yes, Motion carried.

HOWELL TOWNSHIP  
APPLICATION FOR SPECIAL USE PERMIT

Fee: \$750.00

File No. PC2021-08 Parcel ID # 4706-29-200-032

1. Applicant MANSTON/O'BRIEN INC, DAVID HUGHES, PRESIDENT

Print name: DAVID HUGHES

2. Date of Application 09/21/21

3. Address 8150 JACKSON ROAD

4. Telephone Number 734-424-0661

5. Applicant is the:

a. Owner \_\_\_\_\_

b. Lessee \_\_\_\_\_

c. Land contract vendee \_\_\_\_\_

d. Other: SITE PLANNER, DESIGN/BUILD CONTRACTOR  
+ OWNERS AUTHORIZED REPRESENTATIVE

6. Legal Description SEE SHEET C-1 (SITE PLAN COVER PAGE)

(Attach copy if necessary)

7. Current Zoning Classification IFZ

8. Attach completed Application  
for Land Use Permit. ✓

9. Complete and attach hereto an  
Application for Site Plan Review. ✓

10. Use for which permit is requested. OUTSIDE RV STORAGE

11. Designate Ordinance section number  
authorizing special use requested. 12.03 F

12. Attach supporting material, exhibits and information that will support a finding of the  
following criteria: (Section 16.06)



a. Use will be harmonious with and in accordance with the general objectives, intent and purposes of this Ordinance. \_\_\_\_\_

b. The use will be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or the intended character of the general vicinity. \_\_\_\_\_

c. The use will be served adequately by essential public facilities, such as highways, police and fire protection, drainage, refuse disposal. \_\_\_\_\_

d. That the use will not be hazardous or disturbing to existing or future neighboring uses. \_\_\_\_\_

e. That the use will not create excessive additional requirements of public costs for public facilities, utilities, and services. \_\_\_\_\_

f. That this use will not have substantial adverse impact upon the natural resources and environment of the lot or parcel upon which it is to be located and adjacent areas, including, but not limited to prime agricultural areas, forest and woodlot areas, lakes, rivers, streams, watersheds, water recharge areas, flood ways, and wildlife areas.  
\_\_\_\_\_

I hereby depose and say that all the above statements and information contained in this Application and any attachments submitted herewith are true and accurate.

Subscribed to and sworn to before me

this 21 day of Sept, 2021

Patricia M. Hume  
Notary Public

Livingston County, MI

My Commission Expires: 2/23/2022

PATRICIA M. HUME  
Notary Public, State of Michigan, County of Livingston  
My Commission Expires February 23, 2022  
Acting in the County of Washtenaw

David Hughes  
Name of Owner/Applicant

David Hughes  
Print name



# Carlisle | Wortman

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

---

Date: 10/20/21

## Site Plan Review For Howell Township, Michigan

**Applicant:** Vanston / O'Brien

**Project Name:** Pirates Cove

**Plan Date:** 9/17/21

**Location:** 4261 Lambert Drive

**Zoning:** IFZ – Industrial Flex Zone

**Action Requested:** Preliminary Site Plan / Special Land Use Approval

**Required Information:** As noted in the following review

### PROJECT AND SITE DESCRIPTION

The applicant has applied for preliminary site plan approval and special land use approval for a mini-warehouse facility with outdoor recreational vehicle (RV) storage. The proposal is for 9 storage buildings of varying sizes and dimensions that total 93,400 square feet and what appears to be approximately 180 RV parking spaces on proposed gravel surfaces.

The site is located in an IFZ – Industrial Flex Zone Zoning District. Mini Warehouse is listed as a permitted use in the district, and RV storage is listed as a special use in the district. The function of an RV storage facility is also similar in nature and intensity to a mini storage facility in that it is accessed infrequently by the individual clients who rent the storage space.

## AREA, WIDTH, HEIGHT, SETBACKS

The following table summarizes the Density, Placement, and Height Regulations for the site plan associated with the use.

Density, Placement, and Height Regulations

	Required	Provided
Lot Area	40,000 Square feet	13.92 Acres
Lot Width	120 Feet	521 Feet
Front Setback	35 Feet	35 Feet
Side Setback	10 – 25 Feet (10 ft. min with a combine total of 25 ft.)	10 Feet northwest side 25 feet east side
Rear Setback	50 Feet	Not Provided
Lot Coverage	75 % Max	67.8 %
Building Height	70 Feet Max	Not provided.

The applicant has provided a table on the cover sheet which indicates the proposed density, placement, and height. The 50 foot rear yard setback ins not clearly indicated on the plan. The heights for the structures have not been provided. Also, the table on the coversheet indicates a second phase. It is not clear what is proposed in the second phase. All proposed phasing should be clearly shown on the site plan.

*Items to be Addressed:* 1) Provide the 50 foot rear yard setback line. 2) Provide the height of the proposed structures. 3) Clearly indicate proposed phases on the site plan.

## BUILDING LOCATION AND SITE ARRANGEMENT

There are a variety of buildings, all with different shapes and sizes, shown on the plan. Predominantly the buildings are shown around the outside of the site surrounding what we believe is the outdoor RV storage area. Without more detail about the use of the buildings and how they will be accessed it is hard to evaluate the site layout.

*Items to be Addressed:* Provide more building detail including their use and elevations.

## PARKING, LOADING

For mini-storage five (5) parking spaces shall be provided adjacent to the office. There is no parking requirement for RV storage. The applicant is providing 7 parking spaces including 1 barrier free space.

*Items to be Addressed:* None.

## SITE ACCESS AND CIRCULATION

**Items to be Addressed:** A sign application must be filed with the Zoning Administrator prior to construction.

### FLOOR PLAN AND ELEVATIONS

Floor plans and elevations have not been provided. As noted above it is difficult to evaluate the plan layout without more detailed information about the buildings.

**Items to be Addressed:** Provide floor plans and elevations for all buildings.

### TRASH ENCLOSURE

No trash enclosure is being shown on site. If no trash enclosure is provided, all waste must be stored inside until removed from the site.

**Items to be Addressed:** None.

### SPECIAL USE

For all Special Uses the Planning Commission must hold a public hearing on the special use application after appropriate notification has been issued based on Section 16.05.A. Following the public hearing the Planning Commission must review and consider the applicant's compliance with the requirements of the Zoning Ordinance and must forward to the Township Board their findings and recommendation for the Board to approve, approve with conditions, or deny the application for special use.

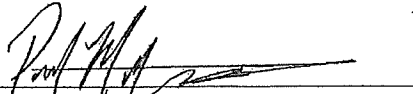
According to Section 16.06 of the Zoning Ordinance, the Township Board shall review the particular circumstances and facts of each proposed special use in terms of the following standards and required findings, and shall find and record adequate data, information and evidence showing that such a special use on the proposed site, lot, or parcel:

- A. *Will be harmonious with and in accordance with the general objectives, intent and purposes of this Ordinance in terms of their uses, activities, processes, materials, equipment and conditions of operation, that will be detrimental to any persons, property, or the general welfare of the surrounding area in which it is located due to excessive production of traffic, noise, smoke, fumes, glare, or odors.*

The use of this site for outdoor RV storage is low intensity and should be harmonious with the intended uses in the district.

- B. *Will be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.*

3. Clearly indicate proposed phases on the site plan.
4. Provide more building detail including their use and elevations.
5. Provide a turning template on the plans.
6. 1) Provide a landscape plan on the final site plan that meets the requirements of Article XXVIII, Landscaping Requirements.
7. Provide landscape screening around the perimeter of the site.
8. The applicant must propose fencing that does not have spikes.
9. The applicant must provide light fixture details and a photometric plan that demonstrate compliance with Section 14.22 on the final site plan.
10. A sign application must be filed with the Zoning Administrator prior to construction.
11. Provide floor plans and elevations for all buildings.
12. The Planning Commission should review the proposed RV storage in terms of the findings from Section 16.06 of the Zoning Ordinance.



CARLISLE/WORTMAN ASSOC., INC.  
Paul Montagno, AICP  
Associate

#308-2103

cc: Joe Daus, Township Zoning Administrator  
John Enos, Principle CWA

# AGENDA ITEM

8C-2

HOWELL TOWNSHIP PLANNING COMMISSION  
UNAPPROVED MINUTES: OCTOBER 26, 2021, 6:30 P.M.  
3525 BYRON RD. HOWELL TOWNSHIP HALL, HOWELL MI 48855 (517-546-2817)

---

**MEMBERS PRESENT:**

Martha Haglund      Chairwoman  
Peter Manwiller      Secretary  
Matthew Counts      Board Rep.  
Denise Markham      Commissioner  
Paul Pominville      Commissioner  
Glen Miller      Commissioner

**MEMBERS ABSENT:**

Wayne Williams      Vice-Chair

Also in attendance:      Zoning Administrator Joe Daus, and Township Planner Paul Montagno.

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

**APPROVAL OF AGENDA:** *MOTION* by Counts, seconded by Miller, “**TO APPROVE THE October 26, 2021 PLANNING COMMISSION AGENDA AS PRESENTED.**” Motion carried.

**APPROVAL OF MINUTES:** *MOTION* by Counts, seconded by Millers, “**TO APPROVE THE September 28, 2021 PLANNING COMMISSION MINUTES AS CORRECTED FOR SPELLING.**” Motion carried.

**TOWNSHIP BOARD REPORT:** Matt Counts reported that Debby Johnson has resigned. Matt took questions from the commissioner on the synopsis that was included in the packet.

**ZONING BOARD OF APPEALS REPORT:** No meeting in September.

**ZONING ADMINISTRATOR REPORT:** Monthly Permit list is attached. It was reported that there would be a site plan for the property at Mason and Burkhart for the next Planning Commission Meeting.

**HOWELL TOWNSHIP PARKS REPORT:** Martha had nothing to report.

**PUBLIC HEARING:**

a. Motion by Counts, seconded by Pominville, “**TO OPEN THE PUBLIC HEARING FOR FILE # PC-2021-09, REQUEST FOR A SPECIAL USE PERMIT TO ALLOW A DAY CARE WITH 7-12 CHILDREN. PARCEL #4706-28-100-052**”. Motion carried.

Township Planner Paul Montagno reported on the request and viewed his report. The applicant presented their intended use and spoke to the questions that raised in the planners report, and took questions from the Commissioners. Chairwomen Haglund read an e-mail from Lou Cox at 2183 Byron Road, which requested that a privacy fence between the driveways. Ruth Smith 2219 Byron Road, stated that she had no complaints.

**Motion** by Manwiller, seconded by Miller, “**TO CLOSE THE PUBLIC HEARING**”. Motion carried.

**Motion** by Manwiller, seconded by Miller, **"TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO APPROVE THE SPECIAL USE PERMIT FOR FILE PC-2021-09. PARCEL #4706-23-300-014. BASED ON THE FINDINGS IN THE PLANNERS REPORT SPECIAL USE A. THRU F."** Roll was called. Haglund – Yes, Counts – Yes, Pominville – Yes, Miller – Yes, Markham – Yes, Manwiller – Yes, Motion carried.

**b. Motion** by Counts, seconded by Pominville, **"TO OPEN PUBLIC HEARING FOR FILE PC-2021-010, PARCEL #4706-26-100-035, 1700 W. HIGHLAND ROAD, HOWELL. REQUEST A SPECIAL USE PERMIT FOR A FUNERAL HOME"**. Motion carried.

Township Planner Paul Montagno reported on the request and viewed his report. Todd Borek of Borek Jennings Funeral Home responded to the questions of parking and on hooking up to the sewer, and took questions from the Commissioners. Discussion followed. No response from the public.

**Motion** by Manwiller, seconded by Miller, **"TO CLOSE THE PUBLIC HEARING"**. Motion carried.

**Motion** by Manwiller, seconded by Markham, **"TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO APPROVE SPECIAL USE PERMIT FOR FILE PC-2021-010, PARCEL #4706-26-100-035. 1700 W. HIGHLAND ROAD, HOWELL. BASED ON THE FINDINGS IN THE PLANNERS REPORT SPECIAL USE A. THRU F, ALSO WITH A CONDITION THAT THE BUILDING CAPACITY BE LIMITED ON THE AVAILABLE PARKING"**. Roll was called, Counts – Yes, Pominville – Yes, Haglund – Yes, Miller – Yes, Manwiller – Yes, Markham – yes, Motion carried.

**c. Motion** by Counts, seconded by Miller, **"TO OPEN THE PUBLIC HEARING FOR FILE PC-2021-08, REQUEST FOR A SPECIAL USE PERMIT TO ALLOW FOR OUTSIDE RV STORAGE."** Motion carried.

Township Planner Paul Montagno reported on the request and viewed his report. Discussion followed. Dave Hughes with Vanston / O'Brien Inc. presented the project. Discussion followed.

**Motion** by Manwiller, seconded by Miller, **"TO CLOSE THE PUBLIC HEARING"**. Motion carried.

**Motion** by Manwiller, second by Counts, **"TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO APPROVE SPECIAL USE PERMIT FOR FILE PC-2021-08 FOR OUTSIDE RV STORAGE, WITH THE CONDITIONS THAT CONTRACTOR OPERATIONS ARE NOT ALLOWED, AND THAT SCREENING IS PROVIDED ALONG I-96. BASED ON THE FINDINGS SECTION 16.5 a. OF THE ZONNING ORDINANCE"**. Roll was called, Miller – Yes, Counts – Yes, Pominville – Yes, Markham – Yes, Haglund – Yes, Manwiller – Yes, Motion carried.

#### NEW BUSINESS:

a. File PC-2021-007, Preliminary Site Plan Review, Parcel #4706-29-200-032, vacant land on Lambert Dr. A request for Mini Storage with Outdoor RV Storage. Site plan was presented and discussed during the special use permit discussion.

**Motion** by Counts, seconded by Manwiller, **"TO APPROVE FOR FILE PC-2021-07 PRELIMINARY SITE PLAN FOR PARCEL #4706-29-200-032, PRELIMINARY APPROVAL BASED ON THE PLANNERS REPORT DATED 10.17.2021, THE ENGINEERS REPORT DATED 10.12.2021, AND THE FIRE MARSHAL REPORT DATED 10.11.2021, CONTINGENT THAT THE APPLICATE ADDRESS ALL OF THE CONCERNS AS WELL ALL OTHER GOVERNMENT AGENCIES.**

Roll was called. Manwiller – Yes, Counts – Yes, Pominville – Yes, Miller – Yes, Markham – Yes, Haglund – Yes, Motion carried.



## Howell Township Inspector

---

**From:** Lou Cox <loucox6@gmail.com>  
**Sent:** Thursday, October 21, 2021 1:34 PM  
**To:** Howell Township Inspector  
**Subject:** Fwd: Michelle Balog Child Care Center

Mr Daus

In addition to acquiring peace and privacy, a privacy fence would also divert diesel fumes from our driveway and side yard. Please include this information. Respectfully, Lou and Marlene Cox 517 672 1439

----- Forwarded message -----

From: Lou Cox <[loucox6@gmail.com](mailto:loucox6@gmail.com)>  
Date: Tuesday, October 12, 2021  
Subject: Michelle Balog Child Care Center  
To: [inspector@howelltownshipmi.org](mailto:inspector@howelltownshipmi.org)

Michelle Balog Child Care Center should install a privacy fence between our driveways. Their traffic infringes on our peace and privacy. Balog driveway is close to our property line. Sincerly, Lou and Marlene Cox 2183 Byron Road, Howell Mi.

## Howell Township Inspector

---

**From:** Lou Cox <loucox6@gmail.com>  
**Sent:** Tuesday, October 12, 2021 8:43 AM  
**To:** Howell Township Inspector  
**Subject:** Michelle Balog Child Care Center

Michelle Balog Child Care Center should install a privacy fence between our driveways. Their traffic infringes on our peace and privacy. Balog driveway is close to our property line. Sincerely, Lou and Marlene Cox 2183 Byron Road, Howell Mi.



# Carlisle | Wortman

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

---

Date: October 21, 2021

## Special Land Use Review For Howell Township, Michigan

<b>Applicant:</b>	Michelle Balog
<b>Project Name:</b>	Balog Day Care
<b>Plan Date:</b>	NA
<b>Location:</b>	2201 Byron Road
<b>Zoning:</b>	SFR – Single Family Residential
<b>Action Requested:</b>	Special Land Use Approval
<b>Required Information:</b>	As noted in the following review

### PROJECT AND SITE DESCRIPTION

The applicant has applied for approval of a Special Use Permit to allow group day care home for 7-12 children at 2201 Byron Road. The parcel is 1.03 acres and improved with an existing single family home.

A group day care homes with seven (7) to twelve (12) minor children is considered a special land use in the Single Family Residential zoning district.

### Aerial Image of Subject Site and Vicinity



### NEIGHBORING ZONING, LAND USE AND MASTER PLAN

Neighboring zoning, land use, and current Master Plan designations are summarized in the following chart:

**Zoning, Land Use and Master Plan Designations**

	North	South	East	West
Zoning	SFR - Single Family Residential	SFR - Single Family Residential	SFR - Single Family Residential	SFR - Single Family Residential
Land Use	Residential	Residential	Residential	Outdoor Storage
Master Plan	Residential - Low Density	Residential - Low Density	Residential - Low Density	Residential - Low Density

### BUILDING LOCATION AND SITE ARRANGEMENT

The home is located in the middle of the lot with an approximately 70 foot long driveway on the left side of the house. There is also what appears to be roughly 4 90 degree parking spaces off the driveway. The entrance to the day care area is on the south side of the house close to the driveway. The day care area is in a 750 square foot addition to the back of the house. It is unclear if the back yard is used for outdoor activities.

*Items to be Addressed: None.*

The subject property is located in the middle of a suburban style single family neighborhood. These uses are common in suburban neighborhoods as recognized by both the zoning ordinance as well as state laws surrounding group day cares.

- B. *Will be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.*

The use is proposed in an existing single family home. The home is consistent with the character of the neighborhood. The applicant has indicated that there will be no exterior modifications to the site. If there are to be additional toys or play structures placed in the back yard the Planning Commission may want to require additional screening for the neighbors.

- C. *Will be served adequately by essential public facilities and services; such as, highways, roads, water supply systems, wastewater disposal systems, police and fire protection, storm water drainage systems, refuse disposal, or that the persons or agencies responsible for the establishment of the proposed special use shall be able to provide adequately any such service.*

The proposed use should be adequately served by public services and facilities. The applicant has indicated that they have had their on site septic system reviewed and approved recently. The road providing access to the site is a paved county road.

- D. *Will not be hazardous or disturbing to existing or future neighboring uses.*

The proposed use is not anticipated to be hazardous to existing or future nearby uses. The Planning Commission may want to consider any aspects of the use that may be considered disturbing to neighbors, such as noise or traffic.

- E. *Will not create excessive additional requirements at public cost for public facilities, utilities and services.*

The proposed use is not expected to create any additional public costs.

- F. *Will not have a substantial adverse impact upon the natural resources and environment of the lot or parcel upon which it is to be located and adjacent areas, including, but not limited to prime agricultural areas, forest and woodlot areas, lakes, rivers, streams, watersheds, water recharge areas, flood ways, and wildlife areas.*

The site is already developed. The proposed use will not cause any environmental impacts.

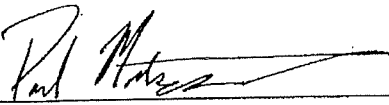
**Items to be Addressed:** 1) *The Planning Commission should review the proposed funeral home use in terms of the findings from Section 16.06 of the Zoning Ordinance.* 2) *The Planning*

*Commission can recommend any conditions for the use that are necessary to make the site comply with the required findings for such a use.*

## **RECOMMENDATIONS**

We would recommend the following items be addressed before the Planning Commission takes action on the special use permit:

1. The Planning Commission may want to discuss the plan for pick up and drop off.
2. The Planning Commission should review the proposed funeral home use in terms of the findings from Section 16.06 of the Zoning Ordinance.
3. The Planning Commission can recommend any conditions for the use that are necessary to make the site comply with the required findings for such a use.



---

**CARLISLE/WORTMAN ASSOC., INC.**  
Paul Montagno, AICP  
Senior Associate

#308-2104

cc: Joe Daus, Township Zoning Administrator  
John Enos, Principle CWA

## **PARKING, SITE ACCESS AND CIRCULATION**

There are no parking requirements indicated for a day care in the zoning ordinance. Typically, the parking needs are temporary for pick up and drop off. The applicant has indicated that they will be staggering pick up and drop off to avoid traffic issues. The Planning Commission may want to discuss the plan for pick up and drop off. Further, we would recommend requiring the use of the parking spaces along the south side of the driveway for turning around so cars are not backing onto Byron Road.

*Items to be Addressed: The Planning Commission may want to discuss the plan for pick up and drop off.*

## **LANDSCAPING**

No landscaping is proposed or required. The site appears to have a well established buffer of vegetation around most of the perimeter of the back yard.

*Items to be Addressed: None.*

## **SIGNS**

No sign is permitted in conjunction with this use. No sign is proposed.

*Items to be Addressed: None.*

## **SPECIAL USE**

For all Special Uses the Planning Commission must hold a public hearing on the special use application after appropriate notification has been issued based on Section 16.05.A. Following the public hearing the Planning Commission must review and consider the applicant's compliance with the requirements of the Zoning Ordinance and must forward to the Township Board their findings and recommendation for the Board to approve, approve with conditions, or deny the application for special use.

According to Section 16.06 of the Zoning Ordinance, the Township Board shall review the particular circumstances and facts of each proposed special use in terms of the following standards and required findings, and shall find and record adequate data, information and evidence showing that such a special use on the proposed site, lot, or parcel:

- A. *Will be harmonious with and in accordance with the general objectives, intent and purposes of this Ordinance in terms of their uses, activities, processes, materials, equipment and conditions of operation, that will be detrimental to any persons, property, or the general welfare of the surrounding area in which it is located due to excessive production of traffic, noise, smoke, fumes, glare, or odors.*

HOWELL TOWNSHIP  
APPLICATION FOR SPECIAL USE PERMIT

Fee: \$750.00

File No. P22-021-09

Parcel ID # 4706-23300-014

1. Applicant M

Print name: Michelle Balog

2. Date of Application 10-4-21

3. Address 2201 Byron Rd Howell MI 48855

4. Telephone Number 248.921.2595 mbalogwa@yaho.com

5. Applicant is the:

- a. Owner
- b. Lessee
- c. Land contract vendee
- d. Other

6. Legal Description \_\_\_\_\_  
(Attach copy if necessary)  
\_\_\_\_\_  
\_\_\_\_\_

7. Current Zoning Classification SFR

8. Attach completed Application for Land Use Permit. N/A

9. Complete and attach hereto an Application for Site Plan Review. \_\_\_\_\_

10. Use for which permit is requested. Daycare 7-12

11. Designate Ordinance section number authorizing special use requested. 6.03

12. Attach supporting material, exhibits and information that will support a finding of the following criteria: (Section 16.06)



# 2201 Byron Rd

## In-Home Daycare Facility Proposal

1. No changes will be made to the home exterior or property related to this proposal.
2. Child drop-off and pick-up times to be staggered by 15 minutes in groups of three, to avoid any traffic issues on Byron Rd.
3. Septic system has been inspected and is functioning properly. Records of this are on file.



Inspection Date Dec 11, 2011

Ordered By Michael H. H. H.

Property Address 2201 Lamb Rd  
Howell, MI

Contact Phone Numbers 948-921-2575

Party Responsible for Payment owner

Contact Phone Numbers \_\_\_\_\_

**DRAIN FIELD SPECIFICATIONS**

- Bed System
- Infiltration
- Trench System
- Drywell No. of Drywells \_\_\_\_\_
- Raised Field
- Cannot Locate System

**DRAIN FIELD INSPECTION FINDINGS**

- Stone is clean and dry
- Stone is black/gray below tile and/or outlet holes
- Stone is black/gray above tile and/or outlet holes
- Effluent found on the ground surface

**Howell Sanitary Co II**  
**strongly**  
**recommends**  
**cleaning a septic**  
**tank every 3 years**  
**based on a family of four.**

**DRYWELL INSPECTION**

- Drywell is empty
- Drywell is 1/4 full
- Drywell is 1/2 full
- Drywell is completely filled

**THE CONDITION OF THE DRAIN FIELD WAS FOUND TO BE**

- In good working condition at this time
- Showing signs of failure

**THIS INSPECTION WAS PERFORMED BY:** Michael H. H. H.  
an owner of Howell Sanitary Co II, a bonded and state licensed company fully insured by Korotkin Insurance Group (248) 352-5140

In Addition inspected and found  
to be clean and dry  
and in good working  
condition at this time

**PAYMENT**  
**TOTAL \$** 250.00  
 PAID IN FULL  
 CHARGE

a. Use will be harmonious with and in accordance with the general objectives, intent and purposes of this Ordinance. \_\_\_\_\_

b. The use will be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or the intended character of the general vicinity. \_\_\_\_\_

c. The use will be served adequately by essential public facilities, such as highways, police and fire protection, drainage, refuse disposal. \_\_\_\_\_

d. That the use will not be hazardous or disturbing to existing or future neighboring uses. \_\_\_\_\_

e. That the use will not create excessive additional requirements of public costs for public facilities, utilities, and services. \_\_\_\_\_

f. That this use will not have substantial adverse impact upon the natural resources and environment of the lot or parcel upon which it is to be located and adjacent areas, including, but not limited to prime agricultural areas, forest and woodlot areas, lakes, rivers, streams, watersheds, water recharge areas, flood ways, and wildlife areas.  
\_\_\_\_\_

I hereby depose and say that all the above statements and information contained in this Application and any attachments submitted herewith are true and accurate.

Subscribed to and sworn to before me

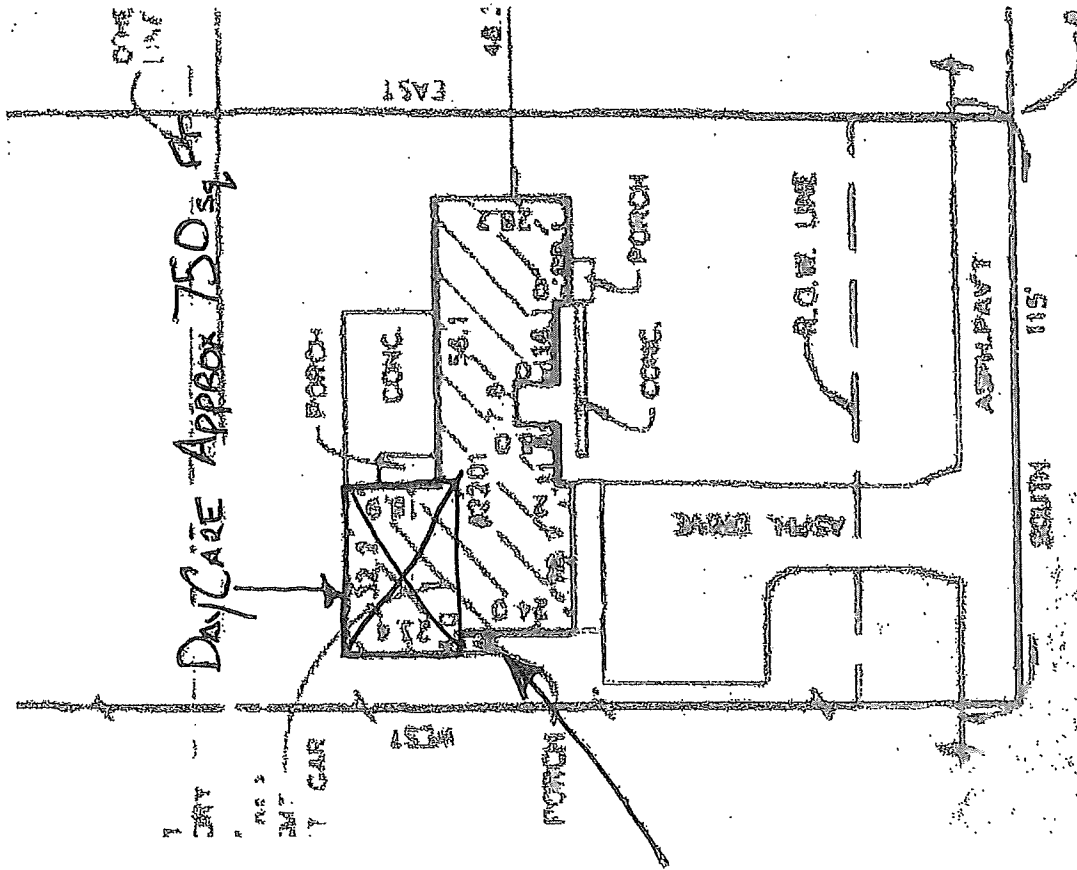
this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_ County, MI

My Commission Expires: \_\_\_\_\_

M. Balog  
Name of Owner/Applicant

Michelle Balog  
Print name

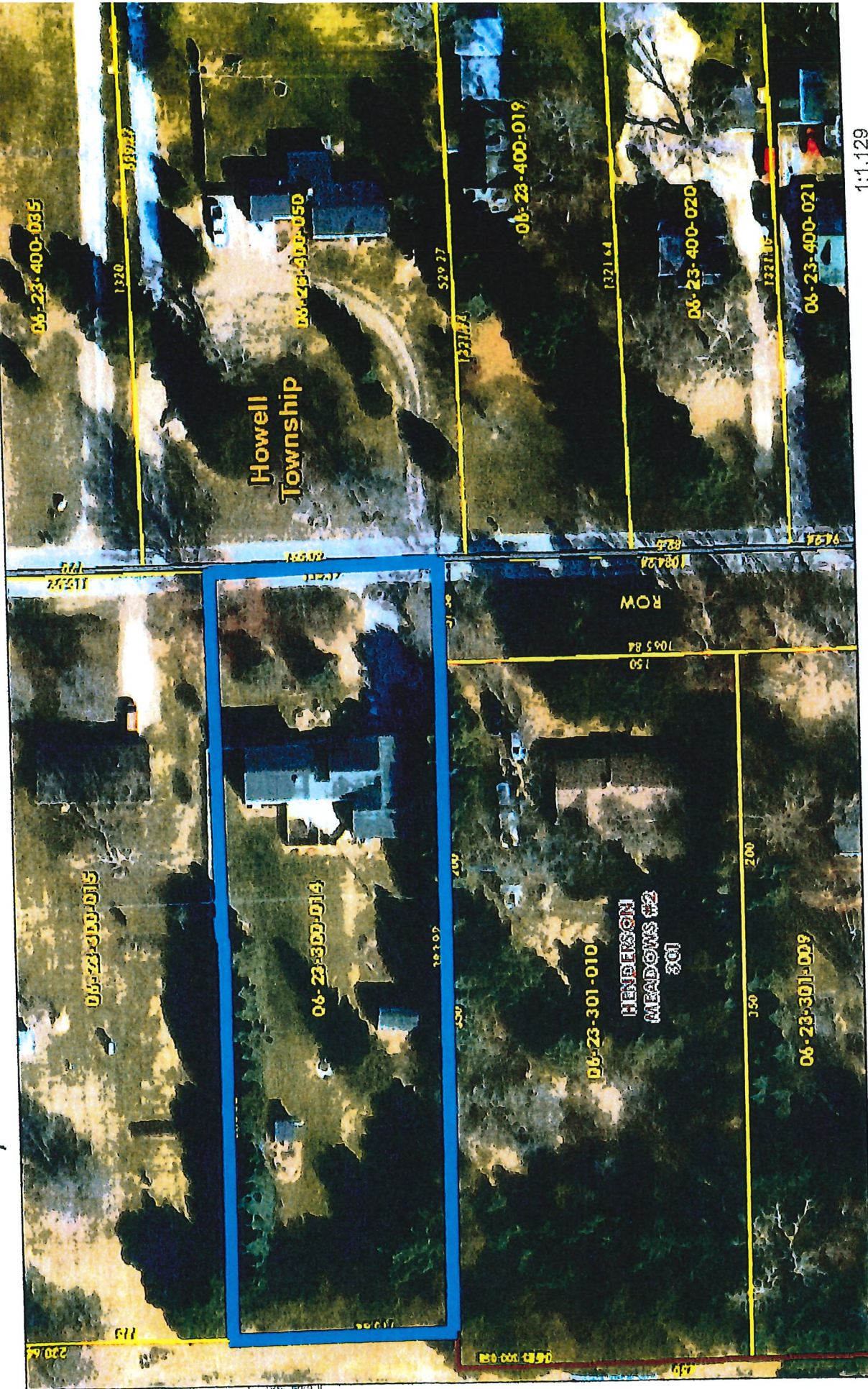


Day Care  
ENTRANCE

2201 BYRON RD

2201 Byron Rd

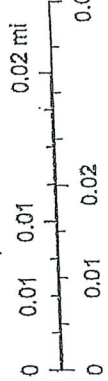
Livingston County GIS Map



10/6/2021, 8:28:04 AM

- Tax Parcel
- Subdivision / Condominium
- Roads
- Interstate Highway
- U.S. Highway
- State Route
- Major Road
- Minor Road
- PLSS Section
- Municipality

1:1,129





DAY CARE ENTRANCE  
2201 BYRON RD



2201 Byron Rd

# AGENDA ITEM

8C-3



Motion by Manwiller, seconded by Miller, "TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO APPROVE THE SPECIAL USE PERMIT FOR FILE PC-2021-09. PARCEL #4706-23-300-014. BASED ON THE FINDINGS IN THE PLANNERS REPORT SPECIAL USE A. THRU F." Roll was called. Haglund – Yes, Counts – Yes, Pominville – Yes, Miller – Yes, Markham – Yes, Manwiller – Yes, Motion carried.

**b. Motion by Counts, seconded by Pominville, "TO OPEN PUBLIC HEARING FOR FILE PC-2021-010, PARCEL #4706-26-100-035, 1700 W. HIGHLAND ROAD, HOWELL. REQUEST A SPECIAL USE PERMIT FOR A FUNERAL HOME". Motion carried.**

Township Planner Paul Montagno reported on the request and viewed his report. Todd Borek of Borek Jennings Funeral Home responded to the questions of parking and on hooking up to the sewer, and took questions from the Commissioners. Discussion followed. No response from the public.

**Motion by Manwiller, seconded by Miller, "TO CLOSE THE PUBLIC HEARING". Motion carried.**

**Motion by Manwiller, seconded by Markham, "TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO APPROVE SPECIAL USE PERMIT FOR FILE PC-2021-010, PARCEL #4706-26-100-035. 1700 W. HIGHLAND ROAD, HOWELL. BASED ON THE FINDINGS IN THE PLANNERS REPORT SPECIAL USE A. THRU F, ALSO WITH A CONDITION THAT THE BUILDING CAPACITY BE LIMITED ON THE AVAILABLE PARKING". Roll was called, Counts – Yes, Pominville – Yes, Haglund – Yes, Miller – Yes, Manwiller – Yes, Markham – yes, Motion carried.**

**c. Motion by Counts, seconded by Miller, "TO OPEN THE PUBLIC HEARING FOR FILE PC-2021-08, REQUEST FOR A SPECIAL USE PERMIT TO ALLOW FOR OUTSIDE RV STORAGE." Motion carried.**

Township Planner Paul Montagno reported on the request and viewed his report. Discussion followed. Dave Hughes with Vanston / O'Brien Inc. presented the project. Discussion followed.

**Motion by Manwiller, seconded by Miller, "TO CLOSE THE PUBLIC HEARING". Motion carried.**

Motion by Manwiller, second by Counts, "TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO APPROVE SPECIAL USE PERMIT FOR FILE PC-2021-08 FOR OUTSIDE RV STORAGE, WITH THE CONDITIONS THAT CONTRACTOR OPERATIONS ARE NOT ALLOWED, AND THAT SCREENING IS PROVIDED ALONG I-96. BASED ON THE FINDINGS SECTION 16.5 a. OF THE ZONNING ORDINANCE". Roll was called, Miller – Yes, Counts – Yes, Pominville – Yes, Markham – Yes, Haglund – Yes, Manwiller – Yes, Motion carried.

#### NEW BUSINESS:

a. File PC-2021-007, Preliminary Site Plan Review, Parcel #4706-29-200-032, vacant land on Lambert Dr. A request for Mini Storage with Outdoor RV Storage. Site plan was presented and discussed during the special use permit discussion.

**Motion by Counts, seconded by Manwiller, "TO APPROVE FOR FILE PC-2021-07 PRELIMINARY SITE PLAN FOR PARCEL #4706-29-200-032, PRELIMINARY APPROVAL BASED ON THE PLANNERS REPORT DATED 10.17.2021, THE ENGINEERS REPORT DATED 10.12.2021, AND THE FIRE MARSHAL REPORT DATED 10.11.2021, CONTINGENT THAT THE APPLICATE ADDRESS ALL OF THE CONCERNS AS WELL ALL OTHER GOVERNMENT AGENCIES.**

Roll was called. Manwiller – Yes, Counts – Yes, Pominville – Yes, Miller – Yes, Markham – Yes, Haglund – Yes, Motion carried.



**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: September 23, 2021

**Land Use and Zoning Analysis**  
**For**  
**Howell Township, Michigan**

**Applicant:** Legacy Realty, LLC  
312 S. Michigan Ave  
Howell, MI 48843

**Project Name:** Funeral Home Rezoning

**Location:** 1700 W. Highland Road

**Current Zoning:** NSC – Neighborhood Commercial

**Action Requested:** Rezoning from NSC – Neighborhood Commercial to OS - Office Service

**Required Information:** As noted in the following review.

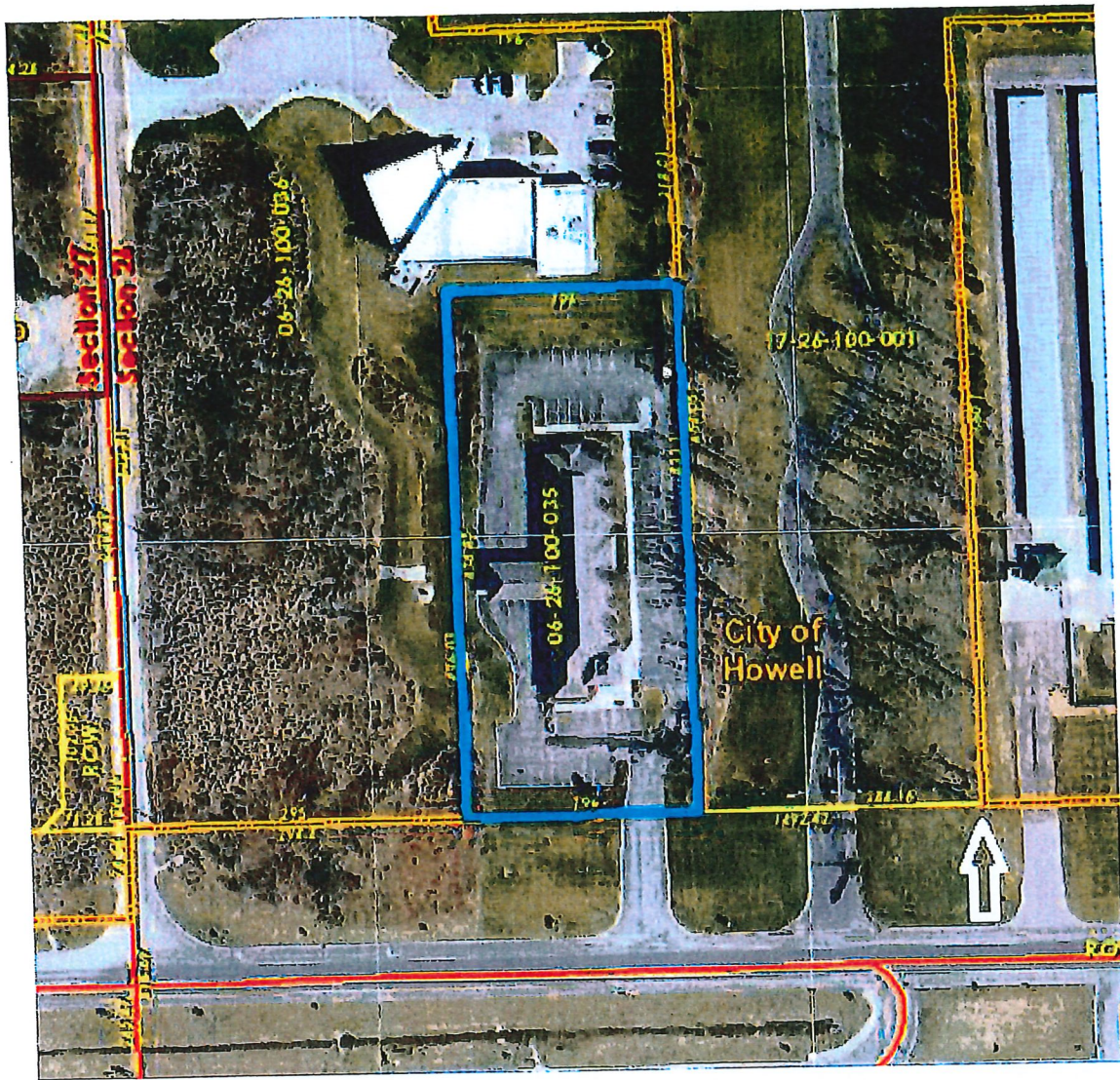
**PETITION**

The applicant is requesting a rezoning for parcel 4706- 26-100-035 located on the north side of Highland Road. The petitioner requests that the zoning of the parcel be amended from NSC – Neighborhood Commercial to OS - Office Service. In their application, the applicant indicates they intend on using the former credit union building on site for a funeral home.

**SITE DESCRIPTION/CURRENT USE**

The parcel is 1.95 acres. The site is developed with a 9,250 square foot one story building and the associated parking lot. There is existing landscaping on the site. There are no natural features on the site. The site has direct access to west bound M-59 (Highland Road).

Figure 1 - Aerial Image of Site and Surroundings



**SURROUNDING ZONING AND LAND USE**

The following chart compares zoning, future land use designation per the Master Plan, and existing land use for the subject parcel and its adjacent parcels.

	Zoning	Existing Land Use	Future Land Use Designation
Subject parcels	NSC - Neighborhood Service Commercial	Credit union	Commercial - Local
North/West	I - Industrial (Conditional Rezoning)	corporate office/R&D	Commercial - Local
South	Light Industrial (City of Howell)	Open space	Light Industrial
East	R-1, Single Family Residential (City of Howell)	Cemetery	NA

**MASTER PLAN**

Figure 2 - Current Zoning Map

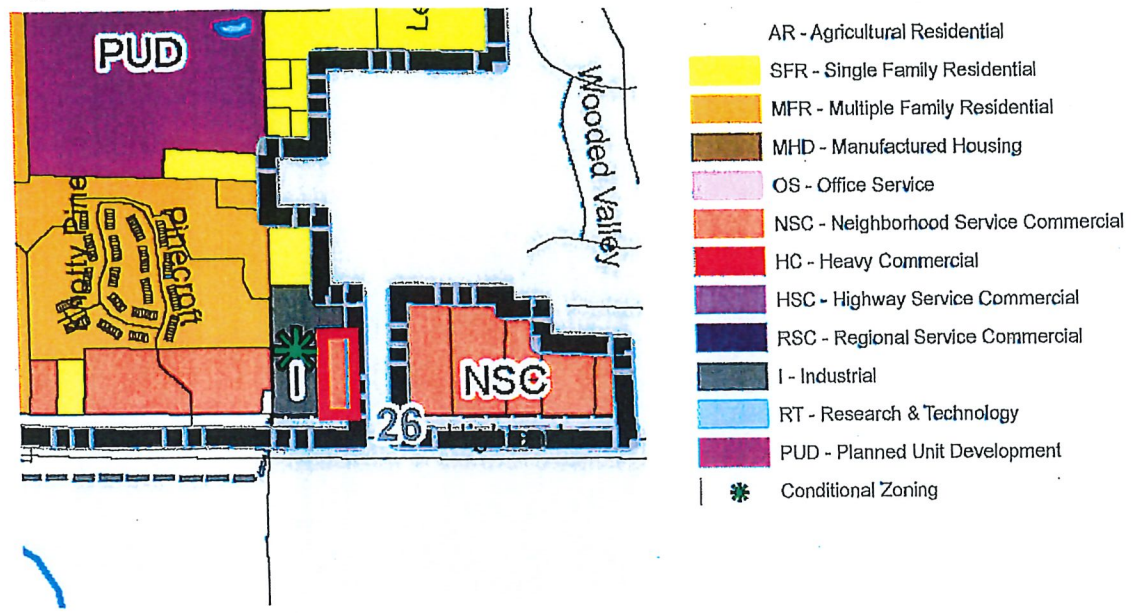
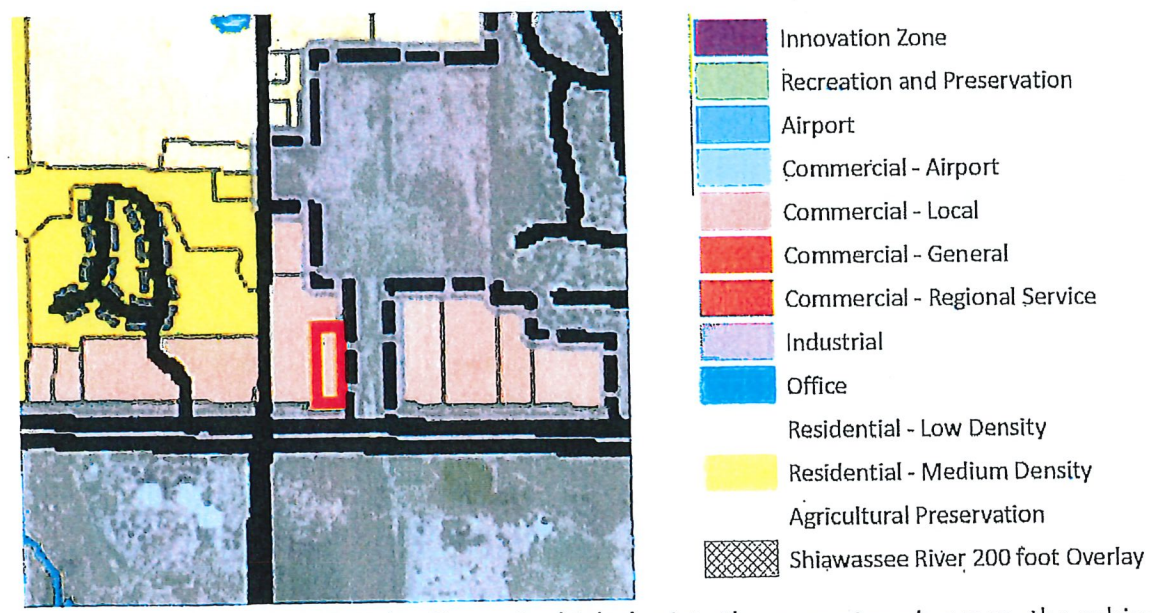


Figure 3 - Future Land Use Map



As noted above and depicted in Figure 2 which depicts the current zoning map, the subject parcel is currently zone NSC. Figure 3 depicts the Future Land Use Map from the adopted 2016 Howell Township Master Plan. The Future Land Use Plan designates the subject site as being Local Commercial.

likely be accessed by a motorized vehicle. The immediately surrounding uses are an office/ research and development to the west and north, which is compatible and a cemetery to the west, which seems more than appropriate for the proposed use of this site if the rezoning were to go through.

- c) Whether any public services and facilities would be significantly adversely impacted by a development or use allowed under the requested rezoning; and

**CWA** The proposed development is within the sewer and water services district. Because the land is already developed, we don't expect any additional significant impacts to be generated by rezoning the property.

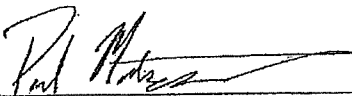
- d) Whether the uses allowed under the proposed rezoning would be equally or better suited to the area than uses allowed under the current zoning of the land.

**CWA** This land is well suited for either uses permitted in the NSC district or the OS district.

## RECOMMENDATIONS

The rezoning of this site would allow for the reuse of the existing building on site for a local business. Based on the findings above the rezoning does not appear to have any negative effects on the community and would in fact provide a space for a needed community service.

The Planning Commission should review each of the findings in this review to determine if the proposed rezoning is appropriate before making a recommendation to the Township Board.



CARLISLE/WORTMAN ASSOC., INC.  
Paul Montagnolo, AICP  
Senior Associate

#308-2102

## DEVELOPMENT POTENTIAL

### Current Zoning

#### *NSC - Neighborhood Service Commercial:*

The intent of the NSC district is to provide areas wherein retail trade and service outlets can be located in order to satisfy the day to day needs of the residents in the immediate neighborhood. Permitted principal uses for this zoning district include retail establishments, restaurants and service businesses which include small scale office uses. Special uses include similar small-scale uses that are more auto oriented such as service stations and drive-in retail or drive-in service establishments.

### Proposed Zoning:

#### *OS – Office Service District:*

The intent of the OS district is to provide the necessary professional, technical and personal office related services to the residents of the Township and the surrounding area. The areas are generally to function as transition uses between residential and all other types of land uses such as industrial and commercial and transportation facilities.

Uses permitted in the OS district are similar to those in the NSC district, but more focused on office and service uses. This district does not allow for the retail component. Funeral homes are considered a special land use in this district. The development potential in the OS district would also be similar to those in the existing NSC district. As noted above, the site is already developed and the applicant is interested in utilizing the existing building, with modifications, for a funeral home.

## FINDINGS FOR REZONING

In reviewing an application for the rezoning of land, whether the application be made with or without an offer of conditions, factors that should be considered by the Planning Commission and the Township Board include, but are not limited to, the following:

- a) Whether the rezoning is consistent with the policies and uses proposed for that area in the Township's Master Land Use Plan;

**CWA** The Future Land Use Map in the Master Plan designates this area as being local commercial, but as noted above, the office district is similar in nature to the local commercial but does not allow for the retail components. IN that way the land use could be considered less intense than that permitted in the LC district.

- b) Whether all uses allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area;

**CWA** The proposed rezoning is consistent with the existing and intended development pattern in the area. The property fronts on highland road with direct access so would



# Carlisle | Wortman

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

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Date: September 23, 2021

Revised: October 21, 2021

## Site Plan Review/Special Land Use For Howell Township, Michigan

**Applicant:** Lake Trust Credit Union

**Project Name:** Parking Lot Addition

**Plan Date:** 9/1/21

**Revised:** 9/29/21

**Location:** 1700 W Highland Road

**Zoning:** NSC – Neighborhood Services Commercial  
(OS – Office Services pending)

**Action Requested:** Site Plan Amendment / Special Land Use Approval

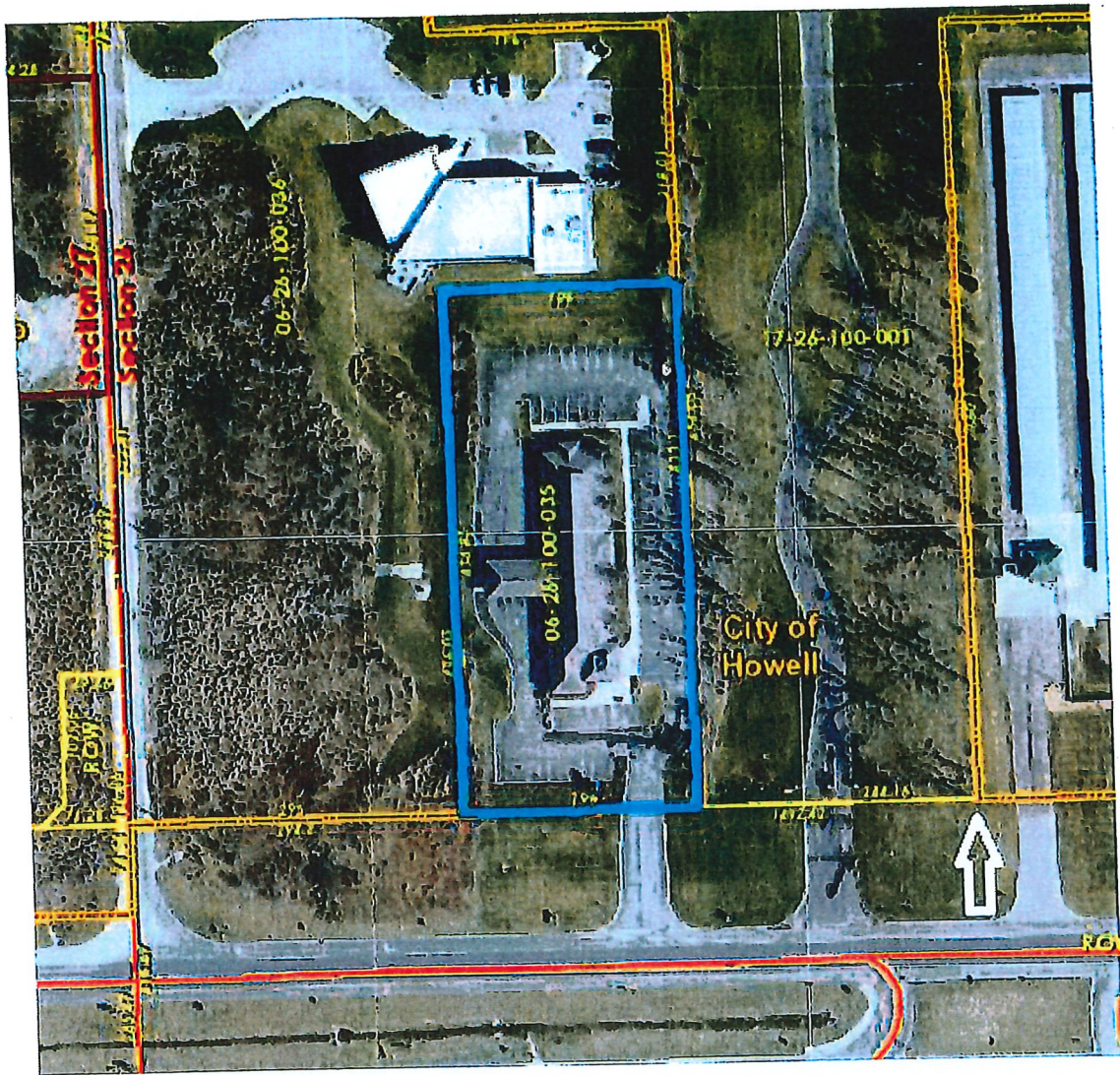
**Required Information:** As noted in the following review

### PROJECT AND SITE DESCRIPTION

The applicant has applied for approval of a site plan amendment to add additional parking and a Special Use Permit to allow for a funeral home at 1700 W Highland Road. The site is already developed with an existing 9,250 square foot one-story building that was formerly used as a bank. The site is approximately 2 acres in size. It has frontage on W Highland Road.

A funeral home is considered a special land use in the OS district. There is currently a petition submitted to rezone the property from NSC to OS. At their regular meeting on September 28, 2021, the Planning Commission approved a motion recommending approval of the rezoning Petition to the Township Board.

### Aerial Image of Subject Site and Vicinity



### NEIGHBORING ZONING, LAND USE AND MASTER PLAN

Neighboring zoning, land use, and current Master Plan designations are summarized in the following chart:

**Zoning, Land Use and Master Plan Designations**

	North	South	East	West
Zoning	I – Industrial (Conditional Rezoning)	Light Industrial (City of Howell)	R-1, Single Family (City of Howell)	I – Industrial (Conditional Rezoning)
Land Use	Corporate office/R&D	Open space/detention	Large lot rural residential	Corporate office/R&D
Master Plan	Commercial - Local	Light Industrial	Medium density single family residential	Commercial - Local



**AREA, WIDTH, HEIGHT, SETBACKS**

The applicant must demonstrate through the site plan that the proposed development conforms to the standards for area, building setbacks, lot width, lot coverage, and dimensional requirements set forth in Section 3.17, Schedule of Area, Height, and Setback Regulations. A summary of the dimensional standards are detailed in the table below.

	<u>Required NSC</u>	<u>Required OS</u>	<u>Provided</u>
Lot Area	1 Acres	NA	1.97 Acres
Lot Width	80 feet	NA	196 total
Setbacks			
Front	35 Feet	30 Feet	101.4 Feet
Side	Minimum 10 feet with a total of 25 Feet	Minimum 10 feet with a total of 25 Feet	75 Feet/143.3 Feet
Rear	50 Feet	50 Feet	132.8 Feet
Lot Coverage	60% Max	50%	10.8%
Building Height	30 Feet	60 Feet	15.25 Feet

We have indicated both the requirements for NSC as well as OS as there is currently a rezoning petition submitted to facilitate the proposed use of the site. We assume the site was in compliance with the ordinance when it was originally developed. Further, the information provided on the plan generally appears to demonstrate compliance with the Zoning Ordinance.

*Items to be Addressed: None.*

**BUILDING LOCATION AND SITE ARRANGEMENT**

The existing building is located in the middle of the site surrounded by the parking lot. The area that is currently the drive-through banking area will be converted to a canopy where the beginning of a funeral procession will take place. The parking and driveways are being reconfigured in this area to facilitate this change. It appears that the changes made in this area will facilitate the needs of the site operators.

*Items to be Addressed: None.*

**PARKING, LOADING**

Parking must be provided in accordance with Section 18.02. The parking lot requirements for funeral homes are four (4) spaces for each slumber room or one (1) space for each fifty (50) square feet of gross floor area, whichever is greater, plus (1) space for each employee working during maximum employment hours.

	Requirement	No. of Spaces Required	No. Spaces Provided
Funeral Homes	1 space for every 50 feet of GFA plus 1 space for every employee	4 Employees $9,250 / 50 = 185$	83
Barrier Free	A parking lot with 151 - 200 spaces must include 6 Barrier Free spaces.	$83 = 3$	3

The major intention behind the site plan update is to provide for additional parking. It appears the site will fall short of the suggested minimums for this use. Based on the discussion with the applicant about their parking needs at the previous Planning Commission meeting it was indicated that there is more than enough at this site. There is no additional space on the site for more parking. However, we recognize that roughly only half of the building will be used for funeral activities with the balance of the space being use for office space based on the floor plans provided. We would suggest that the Planning Commission recommend a condition that the operator limit the capacity of the building to match the parking spaces available.

*Items to be Addressed: The Planning Commission should consider placing a condition on the use that the applicant limit the capacity of the building based on the available parking.*

### SITE ACCESS AND CIRCULATION

Site access is currently from W Highland Road. No change is proposed in the site access. There is a drive that surrounds the building providing access to the parking areas. This drive will also facilitate the queuing for funeral processions. The applicant his indicated that they will have a staff member outside managing this activity.

*Items to be Addressed: None.*

### LANDSCAPING

The site is landscaped with existing material that was installed as part of the original site plan approval. The applicant is proposing 5 new trees along the west side of the site where they are proposing to install much of the new parking.

*Items to be Addressed: None.*

### LIGHTING

No new lighting is being proposed on the site. The site plan indicates that they will be maintaining the existing lights on site.

*Items to be Addressed: None.*

## UTILITIES

The site is in the sewer and water service district. We defer to the Township Engineer's review regarding the water and sanitary sewer services, the drainage/detention system, grading, and soil erosion control.

*Items to be Addressed:* Address any comments from the Township Engineer's review regarding the water and sanitary sewer services, the drainage/detention system, grading, and soil erosion control.

## SIGNS

There is an existing ground sign on the plans. No new signs are being proposed. Any change in signage should be addressed through the Zoning Administrator.

*Items to be Addressed:* None.

## FLOOR PLAN AND ELEVATIONS

There are no proposed changes to the façade of the building. Floor plans have been provided.

*Items to be Addressed:* None.

## TRASH ENCLOSURE

No dumpster enclosure is shown on the plans. If no dumpster enclosure is provided, all refuse must be stored within the building until it is removed from the site.

*Items to be Addressed:* None.

## SPECIAL USE

For all Special Uses the Planning Commission must hold a public hearing on the special use application after appropriate notification has been issued based on Section 16.05.A. Following the public hearing the Planning Commission must review and consider the applicant's compliance with the requirements of the Zoning Ordinance and must forward to the Township Board their findings and recommendation for the Board to approve, approve with conditions, or deny the application for special use.

According to Section 16.06 of the Zoning Ordinance, the Township Board shall review the particular circumstances and facts of each proposed special use in terms of the following standards and required findings, and shall find and record adequate data, information and evidence showing that such a special use on the proposed site, lot, or parcel:

- A. *Will be harmonious with and in accordance with the general objectives, intent and purposes of this Ordinance in terms of their uses, activities, processes, materials, equipment and conditions of operation, that will be detrimental to any persons, property, or the general welfare of the surrounding area in which it is located due to excessive production of traffic, noise, smoke, fumes, glare, or odors.*

The site is already developed, and the look of the building is consistent with the character of the area. The applicant is interested in utilizing the existing building, with modifications; for a funeral home. It does not appear that this use would cause any issues to the general welfare of the surrounding area.

- B. *Will be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.*

The applicant has been in the funeral home business for a long time and based on their description of the use and the functionality of the site, we believe the site will be operated and maintained appropriately.

- C. *Will be served adequately by essential public facilities and services; such as, highways, roads, water supply systems, wastewater disposal systems, police and fire protection, storm water drainage systems, refuse disposal, or that the persons or agencies responsible for the establishment of the proposed special use shall be able to provide adequately any such service.*

The proposed use should be adequately served by public services and facilities. Public utilities are in place for this area and the use is consistent with the planned capacity. The road providing access to the site is a state highway that is design to carry high volumes of traffic.

- D. *Will not be hazardous or disturbing to existing or future neighboring uses.*

The surrounding uses are well established. It does not appear this use would be hazardous or disturbing.

- E. *Will not create excessive additional requirements at public cost for public facilities, utilities and services.*

The proposed use is not expected to create any additional public costs.

- F. *Will not have a substantial adverse impact upon the natural resources and environment of the lot or parcel upon which it is to be located and adjacent areas, including, but not limited to prime agricultural areas, forest and woodlot areas, lakes, rivers, streams, watersheds, water recharge areas, flood ways, and wildlife areas.*

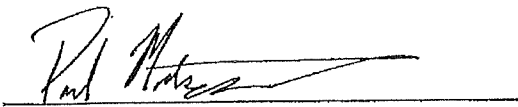
The site is already developed. The proposed changes will not have any negative environmental impacts.

*Items to be Addressed: 1) The Planning Commission should review the proposed funeral home use in terms of the findings from Section 16.06 of the Zoning Ordinance. 2) The Planning Commission can recommend any conditions for the use that are necessary to make the site comply with the required findings for such a use.*

**RECOMMENDATIONS**

The proposed use is a good reuse of the exiting building if a special use is approved for the site. We would recommend the following items be addressed before the Planning Commission takes action on the site plan amendment and special use permit:

1. The Planning Commission should consider placing a condition on the use that the applicant limit the capacity of the building based on the available parking.
2. Address any comments from the Township Engineer's review regarding the water and sanitary sewer services, the drainage/detention system, grading, and soil erosion control.
3. The Planning Commission should review the proposed funeral home use in terms of the findings from Section 16.06 of the Zoning Ordinance.
4. The Planning Commission can recommend any conditions for the use that are necessary to make the site comply with the required findings for such a use.



**CARLISLE/WORTMAN ASSOC., INC.**  
Paul Montagno, AICP  
Senior Associate

#308-2102

cc: Joe Daus, Township Zoning Administrator  
John Enos, Principle CWA

HOWELL TOWNSHIP  
APPLICATION FOR SPECIAL USE PERMIT

Fee: \$750.00

File No. PCZ021-10

Parcel ID # 4706-26-100-085

1. Applicant BOLEK JENNINGS FUNERAL HOME

Print name: \_\_\_\_\_

2. Date of Application \_\_\_\_\_

3. Address 312 S. MICHIGAN AVE., HOWELL MI 48843

4. Telephone Number 517-546-0100

5. Applicant is the:

- a. Owner
- b. Lessee
- c. Land contract vendee
- d. Other

6. Legal Description SEE ATTACHMENT.

(Attach copy if necessary)

7. Current Zoning Classification NEIGHBORHOOD SERVICE COMMERCIAL (NSC) WAS RECOMMENDED TO BE RE-ZONED TO OFFICE SERVICE DISTRICT (OS) BY PLANNING COMMISSION ON 9/28/21.

8. Attach completed Application for Land Use Permit. SEE ATTACHMENT.

9. Complete and attach hereto an Application for Site Plan Review. AMENDED SITE PLAN WAS RECOMMENDED FOR APPROVAL BY PLANNING COMMISSION ON 9/28/21.

10. Use for which permit is requested. FUNERAL HOME

11. Designate Ordinance section number authorizing special use requested. 8.02

12. Attach supporting material, exhibits and information that will support a finding of the following criteria: (Section 16.06)

a. Use will be harmonious with and in accordance with the general objectives, intent and purposes of this Ordinance. YES

b. The use will be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or the intended character of the general vicinity. YES

c. The use will be served adequately by essential public facilities, such as highways, police and fire protection, drainage, refuse disposal. YES

d. That the use will not be hazardous or disturbing to existing or future neighboring uses. YES

e. That the use will not create excessive additional requirements of public costs for public facilities, utilities, and services. YES

f. That this use will not have substantial adverse impact upon the natural resources and environment of the lot or parcel upon which it is to be located and adjacent areas, including, but not limited to prime agricultural areas, forest and woodlot areas, lakes, rivers, streams, watersheds, water recharge areas, flood ways, and wildlife areas. YES

I hereby depose and say that all the above statements and information contained in this Application and any attachments submitted herewith are true and accurate.

Subscribed to and sworn to before me

this 30<sup>th</sup> day of September, 2021

Anna Warnstrom

Notary Public

Livingston County, MI

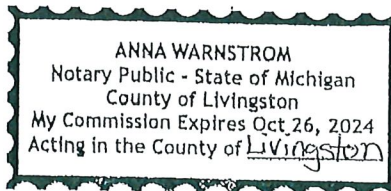
My Commission Expires: 10/26/2024



Name of Owner/Applicant

TODD A. BOREK

Print name



# AGENDA ITEM

8D



**Howell Township Proposed Road Projects  
2022**

Brent and I met with Jodie Tedesco and Robert Daavettila from the Livingston County Road Commission to discuss road projects for 2022. Please see attached report from the Road Commission.

**Burkhart Rd – Grand River Avenue to Crandall Road**

For 2021 this stretch of Burkhart Road received a chip seal top dressing. After complaints from residents the Road Commission checked the quality of the chip and seal and they were not satisfied with the results. The Road Commission thinks the best course of action would be to do an asphalt overlay. The Road Commission has stated that they would be willing to pay \$357,980 toward this project which would leave \$272,020 as the Township portion which accounts for the Township's share of the chip seal road work.

**Oak Grove Road – Henderson Road to Barron Road**

The Road Commission would like to start working on Oak Grove Road in sections. The preferable direction would be from south to north. They intend to skip the first section, M-59 to Henderson, until the Annex Group has finished their project. The Road Commission would be willing to split the cost of this road work with Howell Township.

**Bridge Repair**

The County is using its bridge money to work on the bridges that are currently closed. The bridge on Marr Road (currently down to one lane) is on their list but may take several years before the money is available to replace this bridge.

**Mason Road**

The Road Commission is waiting on MDOT for bridge replacement on Mason Road near the swamp. The intent is to resurface Mason Road from Burkhart to County Farm after the bridge work has been completed.

Respectfully submitted,

Jonathan Hohenstein

# Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575  
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628  
Internet Address: [www.livingstonroads.org](http://www.livingstonroads.org)

October 27, 2021

Mr. Jonathan Hohenstein  
Howell Township  
3525 Byron Road  
Howell, MI 48855

Re: Burkhart Road and Oak Grove Road rehabilitation estimates

Dear Mr. Hohenstein,

The following are estimates for the rehabilitation of Burkhart Road and Oak Grove Road, per your request:

### **Oak Grove Rd – Henderson Rd to Barron Rd**

The work would consist of milling off the existing top lift of asphalt (+/-2.5 inches) to remove surface cracks and profile the roadway to enhance drainage, and then grading the existing gravel shoulder gravel to accommodate a 3.0 ft paved shoulder. Staff recommends placing two lifts of asphalt (+/- 4 inches in total), along with other necessary related work. The total project is approximately 1.58 miles long. The estimated cost for this work is **\$850,000**.

### **Burkhart Rd – Grand River Avenue to Crandall Road**

The proposed preservation project would include overlaying the existing chip and fog seal with an approximate 2.5" of asphalt. The chip seal last year will help mitigate the reflective cracking in this new pavement overlay. The project would also include adding approximately 2.5" of shoulder gravel to meet the new road height. The total project is approximately 3.26 miles long. The estimated cost for this work is **\$630,000**.

The above estimates are based on visual inspection. The above prices are based on estimated contract prices for our 2022 Pavement Preservation Program (PPP) and are subject to change.

If you have any questions, please feel free to contact me.

Sincerely,



Robert Daavettila, P.E.  
Construction Engineer

# AGENDA ITEM

8E

# Howell Township

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



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## Memorandum

To: Howell Township Board

From: Jean Graham, Howell Township Clerk

Date: November 8, 2021

Re: Howell Township Planning Commission Position

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Denise Markham joined the Howell Township Planning Commission on May 13, 2021 due to a member leaving midterm. The position that she filled ends as of December 31, 2021. I respectfully ask the board to reappoint Ms. Markham to the Howell Township Planning Commission for the term beginning January 1, 2022 and ending December 31, 2025.

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# AGENDA ITEM

8F

**Human Resources Committee**  
**November 2, 2021**

Attending: Mike Coddington, Jean Graham, Jonathan Hohenstein and Brent Kilpela

Proposed changes for employee compensation:

**Holidays** – Currently the Township provides some of the federal holidays as paid time off. Propose to give employees all Federal Holidays plus New Year’s Eve, Christmas Eve and Thanksgiving Eve as paid time off, effective immediately. The one exception is if Election Day ever becomes a federal holiday; with elections being a very busy day and a very important function of the Township we need to remain open.

**Health Care** – Currently the Township pays for 80% of the lowest health care plan offered by the Township for any employee that uses the Township health plan. No employee has ever used the lowest plan. Propose to increase the Township’s contribution to 90% of the mid-level health care plan for any employee that uses the Township health plan, effective December 1<sup>st</sup>.

**Vacation** - Currently the first two years of service are accrued at 1 week per year. Propose to increase the first two years of service vacation accrual to 2 weeks per year, effective December 1<sup>st</sup>.

**Inflation** – The federal government is increasing social security by 5.9% because of inflation. Propose to increase pay 6% due to inflation, effective January 1<sup>st</sup>.

**Human Resources Manual** – The Human Resource and Procedures Manual has been reviewed by our attorney and updates were recommended. A summary page will follow along with the updated manual. Propose to accept the changes as presented. – *still working on clarifications*

Respectfully submitted,

Jonathan Hohenstein

# AGENDA ITEM

9D

# ADDRESS ASSIGNMENT

Permit #	Contractor	Job Address	Fee Total
PA21-014	BRISCOE MARK AND JENNIFE	4177 N BURKHART	\$25.00
<b>Work Description:</b> ON THE WEST SIDE OF BURKHART ROAD NORTH OF WARNER ROAD AND SOUTH OF MARR ROAD.			

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

## Commercial Land Use

Permit #	Contractor	Job Address	Fee Total
P21-150	TRIBAR MANUFACTURING LL	2211 GRAND COMMERCE DR	\$50.00
<b>Work Description:</b> NEW 25 X 40 OFFICE/CMM ROOM			
P21-124	UNION AT OAK GROVE	MADDUX LN BLDG 5	\$250.00
<b>Work Description:</b> 12 UNIT 2 STORY APARTMENT BUILDING. BUILDING 5, TYPE C 130, 132, 134, 136, 138, 140, 142, 144, 146, 148, 150, 152, MADDUX LANE			
P21-125	UNION AT OAK GROVE	MADDUX LN BLDG 6	\$250.00
<b>Work Description:</b> 12 UNIT 2 STORY APARTMENT BUILDING. BUILDING 6, TYPE C 160, 162, 164, 166, 168, 170, 172, 174, 176, 178, 180, 182, MADDUX LANE			
P21-126	UNION AT OAK GROVE	MADDUX LN BLDG 8	\$250.00
<b>Work Description:</b> 12 UNIT 2 STORY APARTMENT BUILDING. BUILDING 8, TYPE C 216, 218, 220, 222, 224, 226, 228, 230, 232, 234, 236, 238, MADDUX LANE			
P21-127	UNION AT OAK GROVE	SHAELYN LN BLDG 10	\$250.00
<b>Work Description:</b> 12 UNIT 2 STORY APARTMENT BUILDING. BUILDING 10, TYPE C 1935, 1937, 1939, 1941, 1943, 1945, 1947, 1949, 1951, 1953, 1955, 1957, SHAELYN LANE			
P21-128	UNION AT OAK GROVE	SHAELYN LN BLDG 13	\$250.00
<b>Work Description:</b> 12 UNIT, 2 STORY APARTMENT BUILDING. BUILDING 13, TYPE D. 1951, 1853, 1855, 1857, 1859, 1961, 1863, 1865, 1867, 1869, 1871, 1873, SHAELYN LANE			
P21-129	UNION AT OAK GROVE	SHAELYN LN BLDG 9	\$250.00
<b>Work Description:</b>			



P21-130	UNION AT OAK GROVE	MADDUX LN BLDG 7	\$250.00
<b>Work Description:</b> 12 UNIT, 2 STORY APARTMENT BUILDING. BUILDING 7, TYPE D.			
186, 188, 190, 192, 194, 196, 198, 200, 202, 294, 206, 208, MADDUX LANE			
P21-131	UNION AT OAK GROVE	MADDUX LN BLDG 3	\$250.00
<b>Work Description:</b> 8 UNIT 2 STORY APARTMENT BUILDING. BUILDING 3, TYPE A			
90, 92, 94, 96, 98, 100, 102, 104, MUDDUX LANE			
P21-132	UNION AT OAK GROVE	SHAELYN LN BLDG 11	\$250.00
<b>Work Description:</b> 8 UNIT 2 STORY APARTMENT BUILDING. BUILDING 11, TYPE A			
1911, 1913, 1915, 1917, 1919, 1921, 1923, 1925, SHAELYN LANE			
P21-133	UNION AT OAK GROVE	ALEX LN BLDG 16	\$250.00
<b>Work Description:</b> 8 UNIT 2 STORY APARTMENT BUILDING. BUILDING 16, TYPE A			
49, 51, 53, 55, 57, 59, 61, 63, ALEX LANE			
P21-134	UNION AT OAK GROVE	MOLLY LN BLDG 17	\$250.00
<b>Work Description:</b> 8 UNIT 2 STORY APARTMENT BUILDING. BUILDING 17, TYPE A			
1854, 1856, 1858, 1860, 1862, 1864, 1866, 1868, MOLLY LANE			
P21-135	UNION AT OAK GROVE	MOLLY LN BLDG 18	\$250.00
<b>Work Description:</b> 8 UNIT 2 STORY APARTMENT BUILDING. BUILDING 18, TYPE A			
1872, 1874, 1876, 1878, 1880, 1882, 1884, 1886, 1888, MOLLY LANE			
P21-136	UNION AT OAK GROVE	MOLLY LN BLDG 19	\$250.00
<b>Work Description:</b> 8 UNIT 2 STORY APARTMENT BUILDING. BUILDING 19, TYPE A			
1900, 1902, 1904, 1906, 1908, 1910, 1912, 1914, 1916, MOLLY LANE			
P21-138	UNION AT OAK GROVE	MOLLY LN BLDG 21	\$250.00
<b>Work Description:</b> 8 UNIT 2 STORY APARTMENT BUILDING. BUILDING 19, TYPE A			
1950, 1952, 1954, 1956, 1958, 1960, 1962, 1964, MOLLY LANE			
P21-139	UNION AT OAK GROVE	NICHOLAS LN BLDG 23	\$250.00
<b>Work Description:</b> 8 UNIT 2 STORY APARTMENT BUILDING. BUILDING 23, TYPE B			
1963, 1965, 1967, 1969, 1971, 1973, 1975, 1977, NICHOLAS LANE			
P21-140	UNION AT OAK GROVE	THOMAS LN BLDG 22	\$250.00
<b>Work Description:</b> 8 UNIT 2 STORY APARTMENT BUILDING. BUILDING 22, TYPE B			
1962, 1964, 1966, 1968, 1970, 1972, 1974, 1976, THOMAS LANE			
P21-141	UNION AT OAK GROVE	MOLLY LN BLDG 20	\$250.00
<b>Work Description:</b>			

P21-142 UNION AT OAK GROVE SHAELYN LN BLDG 12 \$250.00

Work Description: 8 UNIT 2 STORY APARTMENT BUILDING. BUILDING 12, TYPE B  
1881, 1883, 1885, 1887, 1889, 1891, 1893, 1895, 1897, SHAELYN LANE

P21-143 UNION AT OAK GROVE MADDUX LN BLDG 4 \$250.00

Work Description: 8 UNIT 2 STORY APARTMENT BUILDING. BUILDING 4, TYPE B  
112, 114 ,116, 118, 120, 122, 124, 126, MADDUX LANE

P21-144 UNION AT OAK GROVE 1850 MOLLY LANE \$250.00

Work Description: CLUB HOUSE

**Total Permits For Type: 21**

**Total Fees For Type: \$5,050.00**

## Grading

Permit #	Contractor	Job Address	Fee Total
P21-145	LACASA	1920 TOOLEY	\$250.00
Work Description: SITE GRADING / BALANCING AND UNDER GROUND UTILITY WORK.			

**Total Permits For Type: 1**

**Total Fees For Type: \$250.00**

## MHOG

Permit #	Contractor	Job Address	Fee Total
PMHOG21-003	MARKHAM PROPERTIES LLC	1450 N BURKHART	\$0.00
Work Description:			
PMHOG21-004	MARKHAM PROPERTIES	3985 PARSONS RD	\$0.00
Work Description:			

**Total Permits For Type: 2**

**Total Fees For Type: \$0.00**

## Residential Land Use

**Work Description:** ADDING 6 WALL ANCHORS

P21-137 HOLDCRAFT KENNETH L AN 540 W MARR \$75.00

**Work Description:** NEW ADDITION - 2793 SQ FEET, FINISHED BASEMENT W SUNROOM AND 12' X 18' PATIO

P21-122 BOURNE CHRISTOPHER AND 3265 HILL HOLLOW LN \$50.00

**Work Description:** 6 FT FENCE AROUND BACK YARD

P21-120 HALL ZACHARY AND ANDRE 140 PINECOVE TRL \$50.00

**Work Description:** WHITE PICKET FENCE 4' FEET TALL

P21-103 DECKER RYAN AND KRISTIN 3405 BYRON \$50.00

**Work Description:** IN GROUND POOL WITH A 4 FT FENCE

P21-149 PACITTO ERMINIA 3079 OAK GROVE RD \$10.00

**Work Description:** REPLACE TWO PATIO DOORS.

P21-146 DIETZ MICHAEL 3870 BYRON \$10.00

**Work Description:** REROOF

P21-123 ESPER PATRICK AND DEANN 5700 EMMONS \$50.00

**Work Description:** 10 X 40 GROUND MOUNT SOLAR ARRAY

P21-147 RUMPH MERLE & DOROTHY 4479 W GRAND RIV \$10.00

**Work Description:** REMOVE AND REPLACE ROOF

P21-119 ELDRED DAVID & LAURA 4366 W GRAND RIV \$75.00

**Work Description:** 36 X 72 X 16 POLE BARN WITH A 10 X 40 LEAN-TO

P21-153 HAJDUK DANIEL AND CORRI 2115 BOWEN \$75.00

**Work Description:** 16 X 30 ADDITION TO A POLE BARN

P21-121 MYERS & BRASWELL 5470 SPRING CRK \$10.00

**Work Description:** RE-ROOF HOUSE

P21-148 MC FARLAND SCOTT W & DEB 1244 N TRUHN RD \$10.00

**Work Description:** REPLACE 121 WINDOWS AND 4 PATIO DOORS

**Total Permits For Type: 13**

**Total Fees For Type: \$485.00**

## Sewer Connection

Permit #	Contractor	Job Address	Fee Total
----------	------------	-------------	-----------

Work Description:

PWS21-022	UNION AT OAK GROVE	MADDUX LN BLDG 5	\$0.00
<b>Work Description:</b> BUILDING 5			
PWS21-024	UNION AT OAK GROVE	MADDUX LN BLDG 6	\$0.00
<b>Work Description:</b> BUILDING 6			
PWS21-036	UNION AT OAK GROVE	MADDUX LN BLDG 3	\$0.00
<b>Work Description:</b> BUILDING 3			
PWS21-058	UNION AT OAK GROVE	MADDUX LN BLDG 4	\$0.00
<b>Work Description:</b> BUILDING 4			
PWS21-060	UNION AT OAK GROVE	1850 MOLLY LANE	\$0.00
<b>Work Description:</b> CLUB HOUSE			

**Total Permits For Type: 6**  
**Total Fees For Type: \$0.00**

## Sign

Permit #	Contractor	Job Address	Fee Total
P21-151	MS PLASTIC WELDERS LLC	1240 PACKARD	\$225.00
<b>Work Description:</b> 87 SQUARE FOOT LED CHANNEL LETTER WALL MOUNT SIGN.			

**Total Permits For Type: 1**  
**Total Fees For Type: \$225.00**

## Water Connection

Permit #	Contractor	Job Address	Fee Total
PWS21-023	UNION AT OAK GROVE	MADDUX LN BLDG 5	\$0.00
<b>Work Description:</b> BUILDING 5			
PWS21-025	UNION AT OAK GROVE	MADDUX LN BLDG 6	\$0.00
<b>Work Description:</b> BUILDING 6			
PWS21-037	UNION AT OAK GROVE	MADDUX LN BLDG 3	\$0.00
<b>Work Description:</b> BUILDING 3			
PWS21-059	UNION AT OAK GROVE	MADDUX LN BLDG 4	\$0.00

Work Description: CLUB HOUSE

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Total Permits For Type:	5
Total Fees For Type:	\$0.00

## Report Summary

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Population: All Records  
Permit.DateIssued Between  
10/1/2021 12:00:00 AM AND  
10/31/2021 11:59:59 PM

Grand Total Fees:	\$6,035.00
Grand Total Permits:	50

# AGENDA ITEM

9E

## Monthly Activity Report for October 2021 – Assessing Dept/Brent Kilpela

### MTT UPDATE:

**Trilogy Real Estate Howell LLC v Howell Township:** Filed answer to appeal with Tribunal. Waiting for Prehearing General Call date.

**Tanger Properties Limited Partnership v Howell Township:** Prehearing General Call set for May 16, 2022 with valuation disclosure due by February 16, 2022. Our attorney has filed a motion to compel. This puts pressure on the both the petitioner to provide the requested discovery by a certain date. If this request is not honored the case maybe dismissed for lack of cooperation.

**Burkhart Ridge v Howell Township:** Prehearing General Call set for July 01, 2022 with valuation disclosure due by April 4, 2022.

**SMALL CLAIMS TRIBUNAL:** no outstanding appeals.

### ASSESSING OFFICE:

**ASSESSOR:** Both the Residential and Agricultural Classes have been completed using the oblique imagery. We are in the process of completing the Industrial and Commercial classes. The state recommends looking at 20% each year. Utilizing the oblique imagery, we are able to inspect 50% annually. After doing much research I feel it is in our best interest to fulfill our contract and stay with EagleView. The other vendors do not provide or tailor the imagery for us. I do not feel comfortable that the State Tax Commission would allow a passing score on the AMAR review.

**OTHER:** Attended October WWTP meetings. Prepared financial reports for board meetings. The annual financial audit will be handled remotely again this year. That will start November 15<sup>th</sup> with the final report given to the board at the January or February meeting.

# AGENDA ITEM

9H





**Estimate**

No: **20119**

Date: **10/18/21**

Customer No: **1804**

**Ship To:**

INSPECTOR  
 LIVINGSTON CNTY - HOWELL TWP  
 3525 BYRON RD  
 HOWELL MI 48855  
 Phone: 517-546-2817  
 E-Mail: inspector@howelltownshipmi.org

Quantity	Description	Amount
2,953	MASTER PLAN SURVEY CARD - 4/1, 5.5 x 4.25 Bright White 80# Accent Opaque Digital Cover Smooth, Digitally Printed on 2 sides, 8 Up	\$ 325.54
2,953	MAILING SERVICES - MASTER PLAN SURVEY CARD - 5.5X4.25	\$ 315.55
	1 SET-UP CHARGE	
	1 USE ECONO PRINT PERMIT #823 (PRESORTED STD)	
	2,953 LTR INKJET/CASS/NCOA/PRSRT/PKG/TRAY	
	1 POSTAL DROP SHIPMENT(<20 MILES	
2,953	ADD PRESORTED STD POSTAGE @ APPROX .309 EACH	\$ 912.48
<i>Went with E/P</i>		
Sales Rep: TSTILBER Taken by: TSTILBER  Wanted: Mon 10/25/21 MASTER PLAN SURVEY CARD		SUBTOTAL \$ 1,553.57 TAX SHIPPING  TOTAL \$ 1,553.57 AMOUNT DUE <u>\$ 1,553.57</u>
\$ 1,553.57  11/17/21		



P: (517) 546-9798  
E: INFO@FIPPRINT.COM

# Estimate 23767

Date: 10/25/21

Customer PO:

Howell Township  
3525 Byron Road  
Howell MI 48843  
Carol Makushik  
Phone: 517-546-2817 x101

*Making Your Job Easier...*

Quantity	Description	Unit \$	Amount
2,953	Postcard full color 2 sided with address imprint - uses FIP permit @ no charge - Postage is additional	0.2471	\$ 729.66
Taken by: Don Cortez Account Type: Charge		Ship Via: Deliver Wanted: Mon 11/1/21	

Please fax or  
email to start  
production of  
your job.

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

Your signature indicates that you  proofread  chose not to proofread  
I approve this order as described, to be completed, I agree to the payment terms and assume full personal responsibility for payment of this account.  
My signature indicates that I understand and accept this information.

Rec'd By: \_\_\_\_\_

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

#of cartons: \_\_\_\_\_



# AGENDA ITEM

9J

Howell Township  
Wastewater Treatment Plant Meeting  
Meeting: October 21, 2021 10am

Attending: Kent Kaughman, Jason Hall, Greg Tatara, James Aulette, Brent Kilpela, Jean Graham, Jonathan Hohenstein

Please see the attached report for details on the plant operation.

**Blower – VFD:** The blower VFD has been installed.

**Epoxy:** We have not received quotes for this project.

**Water Service:** Attached are quotes from Pete Black Plumbing and CSM Mechanical. Jason is going to be checking a few items to make sure using MHOG water would work at the plant. As long as we receive confirmation from Jason that it will work we will **recommend approval of the quote from CSM Mechanical to hook water system to MHOG water not to exceed \$8,850 as presented.**

**Influent Sampling:** Kent is trying to work with the State to see if they will accept the current sampling location if testing is done for the recycled water.

**Collection System:** Matt will be working toward getting a report done on the condition of the collection system. From this report we will be looking into cleaning as necessary, with possibly setting up a schedule over several years. Matt brought back his initial results from this project. He has been instructed to get the Arc GIS program set up with Giffels and Webster and to start inputting the information into this program. **This has not been completed.**

**Violations:** The plant continues to struggle to get the phosphorus under control and continues adding ferric chloride which lowers the pH to the point of violating the permit. Soda ash is currently being used to try and raise the pH to within permit limits. Greg again recommended to clean out the ferric mixing chamber.

**Pump Stations:** The Board approved the KISM system for the remaining 6 pump stations. Kennedy has been notified of the acceptance of the bid; Kennedy has now come back with a higher quote. Kent will be calling to discuss with Kennedy to try and get it resolved. James brought to Kent's attention that several pump stations have extremely uneven run times between the pumps and that Kent should pull those pumps and look at them to make sure maintenance is not needed to get these pumps back in good working order. Kent said this will be done.

**Lambert Drive:** The Board approved the replacement of the board on the generator. Cummins came out to install the board but other items were not working. Committee approved to have the work done immediately to get this issue resolved. **Recommend approval to accept emergency work done by Cummins to the Lambert generator as approved by the Waste Water Committee as presented.**

Respectfully submitted,  
Jonathan Hohenstein

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October 20, 2021

Mr. Mike Coddington  
Township Supervisor  
Howell Township  
3525 Byron  
Howell, MI 48855

Re: Letter of Transmittal-Monthly Operation Report

Dear Mr Coddington,

Please find attached the Monthly Client Report for September 2021.

We have read, reviewed and vetted all information conveyed in this report and verify the accuracy of all data. Additionally, this report provides a representation of the overall operations for the month reported.

If you have any questions or comments, please feel free to call 517-518-1355.

Sincerely,

Jason Hall  
Plant Manager

## 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 September. We are always available to discuss any of these matters in greater detail if you have any further questions or comments. There were 6 violations in the month of September. We exceeded the monthly average Total Phosphorus, our limit is 0.50 mg/L and ours for the month was 0.59 mg/L. The remaining violations were for minimum pH limit of 6.5 s.u. and they minimum pH for September was 6.3 s.u.

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

Site Visit – Town Officials	0
Site Visit – Inframark Officials	1
NPDES Permit Compliance	5 Violation, Total Phosphorus and pH
Preventative Work Orders	93 open 93 closed
Corrective Work Orders	0 open 0 closed
Locates for Month	23 marked 87 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	Replace VFD for blower	Installation Completed	\$9500	One to two weeks
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	Quotes submitted from Kennedy and Instrulogic
High	Connect potable water to plant piping system	Quote was received from CSM Mechanical	\$8,850	Quote submitted from Pete Black and CSM Mechanical

Criticality**	Request	Impact	Est. Cost	Timing
High	Headworks evaluation, grit removal will require water for proper operation. Need to get quotes to replace the air piping. Current piping is corroded.	Protect the biolac tank from grit and rags. The piping could also break interfering with the air distribution to biolac tank.	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

We are working to lower the solids in the plant which will reduce the ferric chloride demand. We have also started process testing at the end of the secondary clarifier to better control the effluent ammonia, pH and phosphorus. Chemical adjustments can be made and the results observe and corrective action taken before the water reaches the outfall.

We have increased the ferric chloride to further remove phosphorus. The increased ferric chloride also reduces the alkalinity and pH. The feed of Soda Ash has also been increased to keep the alkalinity and pH from dropping below the effluent limit.

All compliance lab work continues to go to contract labs while process analysis are 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 93 preventative maintenance work orders were completed in September.

The VFD for the aeration blower was replaced in September.

Inspections of the air relief valves were completed and uploaded into GIS. Work Orders for this still need to be completed.

## Personnel

Onsite personnel serving the project during September included Matthew Holtz, Andre Randall, Bill Jones, Chris McDonald with Kirt Ervin as the Regional VP and Kent Kaughman providing assistance.



October 12, 2021

Howell Wastewater Treatment Facility  
1222 Packard Dr  
Howell, Michigan

**ATTENTION:** Mr. James Aulette  
**Quotation No.:** CSM 10.12.21  
**SUBJECT:** Howell Wastewater Treatment Plant Water Line Installation

CSM Mechanical, LLC is pleased to provide a proposal for the installation of a new makeup water line and supporting components at the Howell Wastewater Treatment Plant in Howell, Michigan pursuant to our recent site visit and meeting.

**OUR PROPOSAL INCLUDES:**

- Provide job-site mobilization and de-mobilization services
- Provide skilled labor, equipment, material, and consumables necessary for the installation of one (1) water line at the Howell Wastewater Treatment Plant in Howell, Michigan.
  - Provide and install roughly 110' of Type L 1-1/2" copper water piping
  - Provide and install one (1) backflow preventer and one (1) pulse output water meter
  - Provide water line tie-ins and fitting connections
  - Provide pipe and fitting insulation
- Assist in the check, testing, and startup of the newly installed water line and supporting components
- Provide jobsite supervision and management
- Provide job-site cleanup, removal of debris

**OUR PRICE TO PROVIDE THE ABOVE SERVICES IS:** **\$8,850.00**

**NOTE: This proposal is based on STRAIGHT-TIME working hours**

This proposal is based on LUMP SUM billing practices with payment terms of Net (30) days per occurrence

This proposal is based on straight time working hours, Monday through Friday, 7:00 am until 3:30 pm. This quotation is valid for thirty (30) days.

The proposed work will begin upon receipt of signed proposal. If you have any further questions regarding the above proposal, please do not hesitate to contact our office at your earliest convenience.

Respectfully,  
**CSM Mechanical, LLC**

**Logan H. Mortz**

7400 Hickory Valley Drive • Fenton, MI 48430 • Phone (248) 302-2078 • Fax (517) 540-9704





Pete Black Plumbing  
2440 W Highland Rd., Suite 104  
Howell, MI 48843  
(517) 546-9330  
pb.plumbing@yahoo.com

Estimate 9025020  
Job 9022463  
Estimate Date 2/26/2021  
Customer PO

Billing Address  
Howell Waste Water Plant  
1191 S. Michigan Ave  
Howell, MI 48843

Job Address  
Howell Waste Water Plant  
1191 S. Michigan Ave  
Howell, MI 48843

#### Estimate Details

#### Aquatherm

Task #	Description	Quantity	Your Price	Your Total
Labor & Material	Labor & all necessary material to install a new 2" aquatherm line from 10" water main to water distribution line for out buildings.	1.00	\$0.00	\$0.00
	Pete Black Plumbing will install 2" aquatherm main line and backflow preventer with drain pipe to sump pump.			
	This price does not include insulation and cost of dumpster for old piping.			
Labor & Material	Material	1.00	\$4,662.77	\$4,662.77
Labor & Material	Material: Watts LF009MZQT RPZ	1.00	\$955.12	\$955.12
Labor (1 hour)	Labor	1.00	\$4,120.79	\$4,120.79
			Potential Savings	\$0.00
			Sub-Total	\$9,738.68
			Tax	\$0.00
			Total	\$9,738.68

Thank you for choosing Pete Black Plumbing

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Pete Black Plumbing as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.



QUOTATION		
DATE	NUMBER	PAGE
10/20/2021	0039148	1 of 2

B HOW201  
I HOWELL TOWNSHIP  
L 3525 BYRON RD  
T HOWELL, MI 48855  
O

Accepted By: \_\_\_\_\_

Company: \_\_\_\_\_

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

PO#: \_\_\_\_\_

ATTENTION:  
JASON HALL                      810-624-9656                      jason.hall@inframark.com

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#	JOB TITLE	SLP	SHIPPING TYPE
	6 LIFT STATIONS, SCADA, WASTE WATER	BJM/CAW	FREIGHT ALLOWED

QTY	DESCRIPTION
-----	-------------

KENNEDY INDUSTRIES TO PROVIDE HOWELL TOWNSHIP WITH KI ALARM DIALER FOR MONITORING AND ALARMING FOR THE FOLLOWING SITES:  
 -BURKHART NORTH  
 -BURKHART SOUTH  
 -CRANE SCHOOL  
 -OAK GROVE FURTHEST OUT  
 -OAK GROVE BY LAKE  
 -LAMBERT ST

HARDWARE PROVIDED INCLUDES:  
 (6) KI ALARM DIALER, AD-2000 PACKAGE  
 - POWER SUPPLY WITH BATTERY BACKUP  
 - CELLULAR MODEM, WITH I/O MODULE  
 - CELLULAR ANTENNA, MAGNET MOUNT, 6FT CABLE  
 - I/O CABLE, 5 DIGITAL INPUTS (3 CONVERTABLE TO AI, 0-5VDC, 0-10VDC)  
 - REMOTE I/O MODULE, 16 DIGITAL INPUTS  
 - ETHERNET CABLE

FIELD SERVICE LABOR PROVIDED PER SITE:  
 -INSTALLATION, WIRING, AND STARTUP

CONTROLS ENGINEER LABOR PROVIDED:  
 - KISM SCADA WEB PORTAL DEVELOPMENT  
 - REMOTE STARTUP AND TRAINING

TOTAL COST FOR HARDWARE, FIELD SERVICE LABOR, AND CONTROLS LABOR:= \$18,405.00  
 \*\*\*\*\*

KISM SCADA – YEARLY SERVICE AGREEMENT:  
 (6) KI ALARM DIALER SERVICE, KISM-1000 PACKAGE  
 - SCADA MONITORING ON KISM PRIMARY/SECONDARY DATACENTERS  
 - SCADA ALARMING BY VOICE CALLOUT, TEXT MESSAGE, EMAIL  
 - CELLULAR SERVICE  
 - KISM SCADA WEB PORTAL SERVICE  
 - SCREEN DESIGN TYPE: STANDARD

TOTAL COST FOR KI ALARM DIALER SERVICE AGGEEMENT:= \$3,240.00 ANNUALLY  
 \*\*\*\*\*



QUOTATION		
DATE	NUMBER	PAGE
10/20/2021	0039148	2 of 2

QTY	DESCRIPTION
-----	-------------

PLEASE NOTE:

- PROVIDED ITEMS TO BE INSTALLED IN CUSTOMER PROVIDED EXISTING PANEL KISM CELLULAR USAGE IS BASED ON 1GB ALLOWANCE PER MONTH. IF ALLOWANCE IS EXCEEDED, CUSTOMER WILL BE RESPONSIBLE FOR ANY Overage CHARGES.
- ANY OPERATIONAL DEFICIENCIES THAT DO NOT MEET THE SPECIFICATION AND ARE DISCOVERED WITHIN ONE YEAR WILL BE CORRECTED AT NO COST.
- ANY EQUIPMENT OR EXISTING EQUIPMENT SUPPLIED BY THE CUSTOMER MUST HAVE THE ABILITY TO WORK WITH THE KISM SYSTEM. IF ANY ADDITIONAL TIME & MATERIAL IS REQUIRED THE CUSTOMER WILL BE BILLED ACCORDINGLY.

THANK YOU FOR THE OPPORTUNITY TO QUOTE OUR EQUIPMENT.

SINCERELY,

CHAD WINES

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions (Rev'd 4/2019) and Customer Warranty available at [www.kennedyind.com](http://www.kennedyind.com) which will be provided by email upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

**QUOTE VALID FOR 60 DAYS. CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3%  
CHARGE NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL**

P.O. Box 930079 Wixom, MI 48393 - 4925 Holtz Drive Wixom, MI 48393 - Phone: 248-684-1200 - Fax: 248-684-6011

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



#774494  
4494 Solutions Center  
Chicago, IL 60677-4004

NEW HUDSON MI BRANCH  
54250 Grand River Avenue  
New Hudson, MI 48165-  
(248)573-1900

<b>INVOICE NO</b>
<b>ESTIMATE</b>
TO PAY ONLINE LOGON TO customerpayment.cummins.com

**BILL TO**

HOWELL TOWNSHIP  
3525 BYRON RD  
HOWELL, MI 48855-7751

**OWNER**

LAMBERT DR LIFT STATION  
LAMBERT DR  
HOWELL, MI 48855-7374  
MATT HOLTZ - 810 6249656

PAGE 1 OF 2

\*\*\* CHARGE \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
02-NOV-2021		26-FEB-2008	250.0DQDAA		ONAN
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
212305		12-OCT-2021	G070078203	QFKIT	GEN SET
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
232358					LAMBERT DR

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
------------------	--------------	------------------	-------------	-------------	--------------	------------	--------

OSN/MSN/VIN      G070078203

**COMPLAINT**

DURING THE BATTERY CHARGER AND BLOCK HEATER REPAIR, WE FOUND THE CONNECTOR MELTED ON THE MAIN HARNESS. THIS ADD ON ESTIMATE, AND THE COST IS FOR AN ADDITIONAL PART, BUT NO ADDITIONAL LABOR. TO APPROVE THIS ESTIMATE, PLEASE SIGN AND RETURN BACK TO SHELBY.HARRIS@CUMMINS.COM

THANK YOU FOR YOU CHOOSING CUMMINS SALES AND SERVICE!

**DIAGNOSTIC CHARGE:**      0.00

1	0	3890245-C	PAC, TANKR	FLG		172.10	172.10
1	0	300-6026-15	CONTROL ASSY (2AMP BATT C	ONAN		419.66	419.66
1	0	338-4436	HARNESS-CONTROL PNL	ONAN		437.69	437.69
1	0	FREIGHT	INBOUND FREIGHT	E1-FREIGHT		14.92	14.92
			PARTS:				1,044.37
			PARTS COVERAGE CREDIT:				0.00 CR
			TOTAL PARTS:			1,044.37	
			SURCHARGE TOTAL:				0.00
			LABOR:				218.40
			LABOR COVERAGE CREDIT:				0.00 CR
			TOTAL LABOR:			218.40	
			MISC.:				194.28
			MISC. COVERAGE CREDIT:				0.00 CR
			TOTAL MISC.:			194.28	
			ELECTRONIC TOOLING FEE				50.00
			HAZ WASTE DISPOSAL				21.84
			SHOP SUPPLIES				34.94

Completion date : 13-Oct-2021 04:09PM. Estimate expires : 11-Nov-2021 03:10PM.

Billing Inquiries? Call (877)480-6970

APPENDIX A IS ATTACHED AND INCORPORATED HEREIN. IN APPENDIX A THERE ARE ADDITIONAL CONTRACT TERMS AND CONDITIONS, INCLUDING LIMITATION ON WARRANTIES AND LIABILITIES WHICH ARE EXPRESSIVELY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ, FULLY UNDERSTOOD AND ACCEPTED.

AUTHORIZED BY (print name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# KENNEDY INDUSTRIES

INNOVATE  
SOLVE  
MONITOR  
REPAIR

QUOTATION		
DATE	NUMBER	PAGE
7/15/2021	0039148	1 of 2

B HOW201  
I HOWELL TOWNSHIP  
L 3525 BYRON RD  
T HOWELL, MI 48855  
O

Accepted By: \_\_\_\_\_  
Company: \_\_\_\_\_  
Date: \_\_\_\_\_  
PO#: \_\_\_\_\_

ATTENTION:  
MATT HOLTZ                      517-518-1355                      mholtz@infamark.com

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF / PO#	JOB TITLE	SLP	SHIPPING TYPE
	6 LIFT STATIONS, SCADA, WASTE WATER	BJM/CAW	FREIGHT ALLOWED

QTY	DESCRIPTION
-----	-------------

KENNEDY INDUSTRIES TO PROVIDE HOWELL TOWNSHIP WITH KI ALARM DIALER FOR MONITORING AND ALARMING FOR THE FOLLOWING SITES:  
 -BURKHART NORTH  
 -BURKHART SOUTH  
 -CRANE SCHOOL  
 -OAK GROVE FURTHEST OUT  
 -OAK GROVE BY LAKE  
 -LAMBERT ST

HARDWARE PROVIDED INCLUDES:  
 (6) KI ALARM DIALER, AD-2000 PACKAGE  
 - POWER SUPPLY WITH BATTERY BACKUP  
 - CELLULAR MODEM, WITH I/O MODULE  
 - CELLULAR ANTENNA, MAGNET MOUNT, 6FT CABLE  
 - I/O CABLE, 5 DIGITAL INPUTS (3 CONVERTABLE TO AI, 0-5VDC, 0-10VDC)  
 - REMOTE I/O MODULE, 16 DIGITAL INPUTS  
 - ETHERNET CABLE

FIELD SERVICE LABOR PROVIDED PER SITE:  
 -INSTALLATION, WIRING, AND STARTUP

CONTROLS ENGINEER LABOR PROVIDED:  
 - KISM SCADA WEB PORTAL DEVELOPMENT  
 - REMOTE STARTUP AND TRAINING

TOTAL COST FOR HARDWARE, FIELD SERVICE LABOR, AND CONTROLS LABOR: = \$16,310.00  
 \*\*\*\*\*

KISM SCADA – YEARLY SERVICE AGREEMENT:  
 (6) KI ALARM DIALER SERVICE, KISM-1000 PACKAGE  
 - SCADA MONITORING ON KISM PRIMARY/SECONDARY DATACENTERS  
 - SCADA ALARMING BY VOICE CALLOUT, TEXT MESSAGE, EMAIL  
 - CELLULAR SERVICE  
 - KISM SCADA WEB PORTAL SERVICE  
 - SCREEN DESIGN TYPE: STANDARD

TOTAL COST FOR KI ALARM DIALER SERVICE AGGEEEMENT: = \$3,240.00 ANNUALLY  
 \*\*\*\*\*



#774494  
4494 Solutions Center  
Chicago, IL 60677-4004

NEW HUDSON MI BRANCH  
54250 Grand River Avenue  
New Hudson, MI 48165-  
(248)573-1900

**INVOICE NO**  
**ESTIMATE**  
TO PAY ONLINE LOGON TO  
customerpayment.cummins.com

**BILL TO**

HOWELL TOWNSHIP  
3525 BYRON RD  
HOWELL, MI 48855-7751

**OWNER**

LAMBERT DR LIFT STATION  
LAMBERT DR  
HOWELL, MI 48855-7374  
MATT HOLTZ - 810 6249656

PAGE 2 OF 2

\*\*\* CHARGE \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
02-NOV-2021		26-FEB-2008	250.0DQDAA		ONAN
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
212305		12-OCT-2021	G070078203	QFKIT	GEN SET
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
232358					LAMBERT DR

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
			G070078203	OSN/MSN/VIN			
				ROAD MILEAGE			87.50

TAX EXEMPT NUMBERS:

AS A RESULT OF THE OUTBREAK OF THE DISEASE COVID-19 ARISING FROM THE NOVEL CORONAVIRUS, TEMPORARY DELAYS IN DELIVERY, LABOUR OR SERVICES FROM CUMMINS AND ITS SUB-SUPPLIERS OR SUBCONTRACTORS MAY OCCUR. AMONG OTHER FACTORS, CUMMINS DELIVERY OBLIGATIONS ARE SUBJECT TO CORRECT AND PUNCTUAL SUPPLY FROM OUR SUB-SUPPLIERS OR SUBCONTRACTORS, AND CUMMINS RESERVES THE RIGHT TO MAKE PARTIAL DELIVERIES OR MODIFY ITS LABOUR OR SERVICE. WHILE CUMMINS SHALL MAKE EVERY COMMERCIALY REASONABLE EFFORT TO MEET THE DELIVERY, SERVICE OR COMPLETION OBLIGATIONS SET FORTH HEREIN, SUCH DATES ARE SUBJECT TO CHANGE.

LOCAL

0.00

Completion date : 13-Oct-2021 04:09PM. Estimate expires : 11-Nov-2021 03:10PM.

Billing Inquiries? Call (877)480-6970

APPENDIX A IS ATTACHED AND INCORPORATED HEREIN. IN APPENDIX A THERE ARE ADDITIONAL CONTRACT TERMS AND CONDITIONS, INCLUDING LIMITATION ON WARRANTIES AND LIABILITIES WHICH ARE EXPRESSIVELY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ, FULLY UNDERSTOOD AND ACCEPTED.

SUB TOTAL: 1,457.05

TOTAL TAX: 0.00

TOTAL AMOUNT: US \$ 1,457.05

AUTHORIZED BY (print name) Jan Graham SIGNATURE Jan Graham DATE 11-2-2021

Howell Township  
Wastewater Treatment Plant Meeting  
Meeting: November 18, 2021 10am

Attending: Jason Hall, Kirt Ervin, Greg Tataro, James Aulette, Brent Kilpela, Jean Graham, Jonathan Hohenstein

Please see the attached report for details on the plant operation.

**Epoxy:** We have not received quotes for this project yet.

**Influent Sampling:** Jason heard back from the State and they will not approve of the current sampling point even with testing. Jason thinks we could relocate the sampling point to the manhole near the EQ basin and is getting quotes.

**Collection System:** According to Kirt the collection system has been looked at and information has been gathered and now they just have to enter all the information into the GIS program.

**Violations:** The plant continues to have a Mercury violation due to a very high reading in January and because the reporting is based on a rolling average. It will either take time for this to drop off as a violation or Jason may increase the sampling to make the average work in his favor. They have verbal confirmation from the State that this is allowed; now just waiting on written permission.

**Pump Stations:** Because it took Matt so long to get back to Kennedy some of the parts for the KISM system are now more expensive and they have updated to a new antenna that costs more than previously quoted. **Recommend approval to accept the price increase from Kennedy for the KISM system as presented** (quote is attached to the previous Board report).

**Sludge Removal:** The wet weather has pushed back the sludge removal and land application. Now that the crops are off the land in question the sludge is planned to be land applied after Thanksgiving.

**EQ Tank:** Jason is getting quotes to clean out the middle basin of the EQ tank.

**Trans West Generator:** Cummins found a leak on the Trans West generator, awaiting quotes to fix.

**Burkhart Ridge Pump Station:** Jason had some issues with this pump station, see attached email, and he had the station cleaned and the floats on the pump replaced. Jason is also getting quotes regarding a leak after the pumps in the piping. **Recommend approval for after the fact work done to the Burkhart Ridge Pump Station.**

**UV System:** The plant is down to one operational bank of UV lights. **Recommend approval of quote from Ultra Tech for parts and equipment to get the two banks back in operation not to exceed \$2,352.50 as presented. Recommend emergency approval for costs from UIS to provide electrical expertise to get banks wired and installed (quote to be coming soon).** Jason will be looking into long term fixes for the UV system, including rebuilding what we currently own, possible retro-fitting new units, and even redundant UV channels. Will also need to update controls for the UV system most likely with SCADA capabilities and also a cover for the UV channel to reduce algae build up on the units. Informational quotes are included from Ultra Tech for a few options.

**Asset Analysis:** Kirt was asked to update the asset analysis from Inframark. This update should be complete in about 2 weeks' time.

**Heating:** On inspection the headworks building heater's inducer has gone bad. **Recommend approval to replace inducer as quoted from Schutz not to exceed \$949.90 as presented.**

Respectfully submitted,  
Jonathan Hohenstein



# Howell Township, MI

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## October 2021 Monthly Report

November 16, 2021



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November 16, 2021

Mr. Mike Coddington  
Township Supervisor  
Howell Township  
3525 Byron  
Howell, MI 48855

Re: Letter of Transmittal-Monthly Operation Report

Dear Mr. Coddington,

Please find attached the Monthly Client Report for October 2021.

We have read, reviewed and vetted all information conveyed in this report and verify the accuracy of all data. Additionally, this report provides a representation of the overall operations for the month reported.

If you have any questions or comments, please feel free to call 810-624-9656.

Sincerely,

Jason Hall

Plant Manager

## 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 was 1 violation in October. The quarterly low-level mercury was exceeded during the January quarterly sampling, because this is a rolling average, the violation will continue until the average has been lowered. We are thankful for the continued opportunity to partner with Howell Township.

Site Visit – Town Officials	0
Site Visit – Inframark Officials	2
NPDES Permit Compliance	1 Low-level mercury
Preventative Work Orders	80 open 80 closed
Corrective Work Orders	0 open 0 closed
Locates for Month	18 marked 1 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	UV repair	Disinfection of plant discharge. 1 bank only in operation	2352.50	Quote submitted
High	Kennedy is currently taking care of inhouse tasks before field install is complete. Spoke with Kennedy 11/15/21	The remaining 6 lift stations will be active on KISM	18,405	Quote approved

Criticality**	Request	Impact	Est. Cost	Timing
High	Connect potable water to plant piping system. KSB is looking into installing a self-priming pump.	Quote was received from CSM	8,850	Quote submitted from Pete Black
High	Headworks evaluation, grit removal will require water for proper operation.	The system is being ran in manual mode, to further evaluate the needs of the unit	TBD	Started running in hand 11/3/21
Medium	EQ tank cleaning	EQ tank has accumulated debris During high flows the debris flows through the plant	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	
High	Station cleaning	Lambert and Burkhart need to be vacuumed	TBD	M&K giving a quote
High	Station 6 pump repair	The pump in station 6	9655.00	Kennedy quote received 11/12/21 Submitted
High	RAS Pumps	1 RAS pump is leaking, the other one has a bad bearing	18905.00 For both pumps	Kennedy quote received 11/12/21 Submitted
High	Influent channel lining	Influent channel is deteriorating	TBD	Suez was in 11/5/21 No quote yet
High	State required influent sampling	Sampling location of influent is in wrong location	TBD	Platinum Mech Was on site and will be submitting a quote

## Operation

We are currently working on QA/QC matters, with the intent to bring the lab analysis back to inhouse operations. I believe we can have this accomplished by the second week of December. We are in the process of draining the south clarifier, in order to utilize it during the winter months.

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## Maintenance & Repair

A copy of the monthly maintenance report is attached. A total of 80 preventative maintenance work orders were completed in October.

Lambert rd. lift station generator is repaired and fully functional.

The Burkhardt Rd station by the trailer park had an alarm due to accumulated grease and rags and 2 defective floats. The station was cleaned and serviced. The floats were replaced on the 12<sup>th</sup>.

## Personnel

Onsite personnel serving the project during October included Matthew Holtz, Andre Randall, Bill Jones, Jason Hall and Chris McDonald with Kirt Ervin as the Regional VP.

## Howell Township Treasurer

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**From:** Hall, Jason <Jason.Hall@inframark.com>  
**Sent:** Tuesday, November 9, 2021 12:44 PM  
**To:** Howell Township Treasurer  
**Cc:** Howell Township Clerk; Howell Township Assessor; Ervin, Kirt; Kaughman, Kent  
**Subject:** Summary/quote for air handler  
**Attachments:** scan0203.pdf

Hi Jonathan,

I wanted to give you a quick summary of what has been happening.

Cummins finished the install at the Lambert station for the generator. It is now fully operational. Schutz was out a couple of times to work on the furnace and also the air handler at the headworks. I spoke with EGLE about the influent sampling location. Platinum Mechanical was out today and they will be providing a quote. Kennedy was out to look at the RAS pumps and the discharge line at the Burkhart Rd station. No quote yet. I contacted Kennedy for an update on the SCADA system. Ben informed me that they had inhouse tasks to complete before the field install. Suez was out to quote the relining of the influent channel. No quote yet. KSB was here and was looking at options for a possible self-priming pump, to supply water for the pumps in the admin basement, for plant process water. The crops were still on, as of Friday at the township field on Tooley. I will speak with Biotech tomorrow, just to see where we are on the list. We have been decanting and are currently about 73% full. We are working on items for QA/QC, so the lab analysis can be brought back to inhouse at the plant. A maintenance crew will be here toward the end of next week to work on repairs to aeration basin. Gregg from Ultra Tech is sending a quote for the UV system. He has been in contact with the tech from UIS. Chris the maintenance guy quit last Friday. We are currently looking for a replacement.

I have attached a quote from Schutz Heating and Cooling. This is for the air handler at the head works building. It is in need of a new inducer motor. I had them look at the air handler when they were out to work on the furnace in the basement of the admin building.

If you have any questions, please feel free to contact me.

Jason Hall | Regional Manager, Central Region



1222 Packard Dr | Howell, MI 48451  
Cell 810-624-9656 | | [www.Jason.Hall@inframark.com](mailto:www.Jason.Hall@inframark.com)

## Howell Township Treasurer

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**From:** Hall, Jason <Jason.Hall@inframark.com>  
**Sent:** Wednesday, November 10, 2021 7:14 AM  
**To:** Howell Township Treasurer  
**Cc:** Howell Township Clerk; Howell Township Assessor  
**Subject:** UV quote  
**Attachments:** Est\_UTS1512\_from\_UltraTech\_Systems\_Inc.\_19764.pdf

Hi Jonathan,

I have attached a quote from Ultratech for parts to repair the UV modules. These are the parts that were recommended from the UIS tech. Greg from Ultra tech also mentioned that he quoted rebuilding the UV modules for James Soper. This would entail sending the units to Ultra tech to get the work done. I sent an email to Greg, to get further details on the process and what kind of time frame for the work to be done.

I would like to discuss this further at the meeting, when I have additional details.

Thanks,

Jason

# UltraTech Systems, Inc.

33 Sunset Ridge  
 Carmel, NY 10512  
 Tel (845) 225-5444  
 Fax (845) 225-5455

# Quotation

DATE	QUOTE #
11/9/2021	UTS-1512

NAME / ADDRESS
Inframark 3525 Byron Road Howell, MI 48855 Accounts Payable

Ship To
Inframark 1222 Packard Dr. Howell, MI 48843 Jason Hall

TERMS	REP	FOB	Est. Ship Date
Net 20		Ship Point	4 -6 Weeks ARO

ITEM	DESCRIPTION	QTY	U/M	COST	TOTAL
WWC-2004-072	Cable Assembly Wire Way to 40 lamp UV module with 72" of yellow cable	1		1,075.00	1,075.00
T40i021	UltraTech Power Cable Assembly for T40 modules including connector & pins  Shipping charges to be prepaid and added to your invoice.	1		1,277.50	1,277.50
We hope to be favored with your order.				<b>TOTAL</b>	\$2,352.50

This quote is valid for 30 days and subject to review at such time.



## Howell Township Treasurer

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**From:** Hall, Jason <Jason.Hall@inframark.com>  
**Sent:** Wednesday, November 17, 2021 12:22 PM  
**To:** Howell Township Treasurer  
**Cc:** Howell Township Clerk; Howell Township Assessor  
**Subject:** UV quotes  
**Attachments:** Inframark - Howell, MI Ballast Quote UTS-1515.pdf; Inframark - Howell, MI HO Module Rebuild Quote UTS-1513.pdf; Inframark - Howell, MI Standard Module Rebuild Quote UTS-1514.pdf

Hi Jonathan,

I wanted to pass along the quotes that I received from Ultra Tech. He provided 3 quotes that include rebuilding back to original, rebuilding using new technology and then the last one, I asked for a quote for ballast replacement, on two of the modules. I am also going to reach out to Trojan industries. They are a UV manufacturer too.

I also passed these along to Jim at MHOG to look at.

Thanks,

Jason

# UltraTech Systems, Inc.

33 Sunset Ridge  
 Carmel, NY 10512  
 Tel (845) 225-5444  
 Fax (845) 225-5455

# Quotation

DATE	QUOTE #
11/16/2021	UTS-1515

NAME / ADDRESS
Inframark 3525 Byron Road Howell, MI 48855 Accounts Payable

Ship To
Inframark 1222 Packard Dr. Howell, MI 48843 Jason Hall

TERMS	REP	FOB	Est. Ship Date
Net 20		Ship Point	2 - 4 Weeks ARO

ITEM	DESCRIPTION	QTY	U/M	COST	TOTAL
UVB2002S	UltraTech Electronic Ballast Assembly With Connector	56	ea	208.65	11,684.40
	Above quantity is for two complete UV modules				
Freight	Estimated			400.00	400.00

We hope to be favored with your order.	<b>TOTAL</b>	\$12,084.40
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This quote is valid for 30 days and subject to review at such time.

## Howell Township Treasurer

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**From:** Hall, Jason <Jason.Hall@inframark.com>  
**Sent:** Monday, November 8, 2021 7:50 AM  
**To:** Howell Township Treasurer  
**Cc:** Howell Township Clerk; Howell Township Assessor  
**Subject:** Burkhart Rd Station Call

Hi Jonathan,

I just wanted to give you a summary of the station call that happened over the weekend.

The station at 1009 Burkhart Rd had an alarm for a low level at approximately 5:15pm on Friday the 5<sup>th</sup>. Bill Jones responded and reported that the station was not in low level. The alarm was reset, but Bill noted that the station was in need of cleaning due to a large accumulation of grease and debris. The station was alarming again at 8pm for a low level. I responded and pulled and cleaned the floats, but could not get the alarm to reset. The station was not in low level. I monitored the alarm calls for the station through out the night. At 8am I contacted M&K to have the station cleaned. The station was vacuumed out at 12:40 pm on Saturday. At this point I discovered that the high and low level floats were not responding to manual operation. I contacted Kennedy, who sent a technician at 2:30pm. He confirmed that both floats were bad. We were able to set the probe at the correct depth and he bypassed the high and low level floats. He did not have any replacement floats with him. The station is operational and will deliver alarms at high and low levels. The Kennedy technician will write a report detailing what needs to be fixed to have the station back at 100%. I will be making a trip today to check the station.

If you have any questions, please feel free to contact me.

Thanks,

Jason Hall | Regional Manager, Central Region



1222 Packard Dr | Howell, Mi 48451  
Cell 810-624-9656 | | [www.Jason.Hall@inframark.com](mailto:www.Jason.Hall@inframark.com)

# UltraTech Systems, Inc.

33 Sunset Ridge  
 Carmel, NY 10512  
 Tel (845) 225-5444  
 Fax (845) 225-5455

# Quotation

DATE	QUOTE #
11/16/2021	UTS-1513

<b>NAME / ADDRESS</b>
Inframark 3525 Byron Road Howell, MI 48855 Accounts Payable

<b>Ship To</b>
Inframark 1222 Packard Dr. Howell, MI 48843 Jason Hall

<b>TERMS</b>	<b>REP</b>	<b>FOB</b>	<b>Est. Ship Date</b>
See Below		Ship Point	8-10 Weeks ARO

ITEM	DESCRIPTION	QTY	U/M	COST	TOTAL
T28i-2RB-HO-C	<p>Rebuild and refurbish of customer supplied UV module to High Output - includes new HO ballasts and circuit boards. (Gland nuts, o-rings, quartz sleeves, UV sensor and UV lamps not included - reuse these items from existing system).</p> <p>High Output modules treat twice as much effluent as the installed standard output modules. 4 UV modules will treat the same flow as 8 standard UV modules.</p> <p>The above can be accomplished by sending back one UV module at a time. The first rebuild will take 8-10 weeks. Modules 2 - 4 will take 2 - 3 weeks.</p> <p>Note: Converting to high output (HO) UV modules is contingent on ability to get 208V to modules by your rewiring control cabinet and wireway. Please check the labels on your existing ballasts to make sure that they are multiple voltage input ballasts and they too can operate at 208V.</p>	4		34,500.00	138,000.00
007-58-HOPTL-14	UV Lamp High Output For Terminator Systems	120		65.00	7,800.00
Freight	Estimated			2,000.00	2,000.00
We hope to be favored with your order.				<b>TOTAL</b>	

This quote is valid for 30 days and subject to review at such time.

# UltraTech Systems, Inc.

33 Sunset Ridge  
 Carmel, NY 10512  
 Tel (845) 225-5444  
 Fax (845) 225-5455

# Quotation

DATE	QUOTE #
11/16/2021	UTS-1513

NAME / ADDRESS
Inframark 3525 Byron Road Howell, MI 48855 Accounts Payable

Ship To
Inframark 1222 Packard Dr. Howell, MI 48843 Jason Hall

TERMS	REP	FOB	Est. Ship Date
See Below		Ship Point	8-10 Weeks ARO

ITEM	DESCRIPTION	QTY	U/M	COST	TOTAL
	<p>The above carries a 1 year warranty provided genuine UltraTech UV Lamps, quartz and associated components are installed. The use of non UltraTech UV Lamps, and other components voids any and all warranties.</p> <p>Customer is responsible for freight to and from our repair facility.</p> <p>Terms:                      15% with order, balance of 85% Net 30 Days after each item(s) ship.</p>				
We hope to be favored with your order.			<b>TOTAL</b>		\$147,800.00

This quote is valid for 30 days and subject to review at such time.

# UltraTech Systems, Inc.

33 Sunset Ridge  
 Carmel, NY 10512  
 Tel (845) 225-5444  
 Fax (845) 225-5455

# Quotation

DATE	QUOTE #
11/16/2021	UTS-1514

NAME / ADDRESS
Inframark 3525 Byron Road Howell, MI 48855 Accounts Payable

Ship To
Inframark 1222 Packard Dr. Howell, MI 48843 Jason Hall

TERMS	REP	FOB	Est. Ship Date
See Below		Ship Point	8-10 Weeks ARO

ITEM	DESCRIPTION	QTY	U/M	COST	TOTAL
T28i-2RB-C	Rebuild and refurbish of customer supplied UV modules - includes new ballasts and circuit boards. (Gland nuts, o-rings, quartz sleeves, UV sensor and UV lamps not included - reuse these items from existing system).  The above can be accomplished by sending back one UV module at a time. The first rebuild will take 8-10 weeks. Modules 2 - 8 will take 2 - 3 weeks.	8		33,250.00	266,000.00
007-58-PTL-14	UV lamp for Terminator UV Systems	232		58.50	13,572.00
Freight	Estimated  The above carries a 1 year warranty provided genuine UltraTech UV Lamps, quartz and associated components are installed. The use of non UltraTech UV Lamps, and other components voids any and all warranties.  Customer is responsible for freight to and from our repair facility.  Terms: 15% with order, balance of 85% Net 30 Days after each item(s) ship.			4,500.00	4,500.00
We hope to be favored with your order.				<b>TOTAL</b>	\$284,072.00

This quote is valid for 30 days and subject to review at such time.



**Schutz**  
Heating & Cooling  
COMMERCIAL-RESIDENTIAL

6851 Oak Grove Road  
Howell, MI 48855-8249

Your Heating & Cooling Experts!

517-552-4039

**SERVICE INVOICE**

Order 14650

License # 7111226

Date: 11-7-11 Technician: MOSES

Reason for Today's Call: NOISE

Work Complete  Work Incomplete  Proposal

Service, Res.  Warranty  Installation

Service, Comm.  Extended Warranty  Other

Maint. Agreement  Call Back

Arrival Time: \_\_\_\_\_ Time Completed: \_\_\_\_\_

Equipment: Boiler Age: 21

Brand: TRANE

M/N: 48PPT07ABL00002

S/N: 04190945118112

Work Performed:

Cleaned O.D. Coil  Checked Air Filter  Checked Heat Exch.

Checked Coils  Changed Air Filter  Adjusted Refrig. Chg.

Checked Refrig. Chg.  Cleaned I.D. Coil  Vacuum Burners

Checked Belts  Checked for Ref. Leaks  Replace Thermocouple

Checked Motors  Lube Motor/Bearings  Checked Pilot

Amp Check  Checked Safety Ctrls.  Subcool

Checked T-Stat  Checked Elect. Connect

Description of Work Performed: Found 11 tubes leaked  
affirmed to replace indoor coil  
and out coil etc. is working

Recommendations: \_\_\_\_\_

Checked/Offered CO<sub>2</sub> Detector  DECLINED Please Initial \_\_\_\_\_  
Maintenance Program?  DECLINED Please Initial \_\_\_\_\_

Customer: 11111 WATER

Address: 1111 PARKWAY D.

City/State/Zip: ANN ARBOR MI 48103

Phone: 517 546 1021 Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Qty.	Description	Price
1	71111 640000	799.00
1	48PPT07ABL00002	799.00
TOTAL:		1598.00
SUB TOTAL:		
SALES TAX:		
TOTAL AMOUNT DUE:		1598.00

ALL WORK IS C.O.D. - Please Pay Technician

VISA  CASH

MIC  CHECK

Card No: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Expiration: \_\_\_\_\_ (mm/yy) CVV \_\_\_\_\_

Authorization Signature: \_\_\_\_\_

I have read and accepted the terms and conditions of this sale.

# AGENDA ITEM

9K



## Howell Park & Recreation Meeting

Tuesday October 19, 2021

Went over 2022 Budget – will be taking it to Hapra Members Board

Approval 3<sup>rd</sup> quarter budget amendments

Approved new Policy for Membership suspension (so people don't have to pay the enrollment fee again for example snow bird, medical issues, military ....

Approved resolution 21-3 raffle license – buck pole

Approved resolution 21-4 raffle license – Bad Santa Trivia

Review reports ending September, 2021 check register, bank statements, and financial reports

Director's report: still working with DTE on why they are losing electricity, staff to meet to review plans for 2022, working with Howell city business on Howell Melon fest for 2022

# AGENDA ITEM

9L

## ADDENDUM TO LAND PURCHASE AGREEMENT

This ADDENDUM to the Land Purchase Agreement (“Addendum”) is made November \_\_\_\_\_, 2021, by and between Ded Dedvukaj and Linda Dedvukaj, of 29350 Woodward Avenue, Royal Oak, Michigan 48073 (“Purchaser”) and Howell Township, a Michigan municipal corporation, having an address of 3525 Byron Road, Howell, MI 48855 (“Seller”) (collectively, the “Parties”), as follows:

### BACKGROUND

WHEREAS, Seller and Purchaser entered into a Land Purchase Agreement (the “Agreement”) on February 9, 2021; and

WHEREAS, Seller and Purchaser intended to develop a public park utilizing real property from the Property and adjoining real estate; and

WHEREAS, the owner of adjoining real estate no longer desires to contribute to the park; and

WHEREAS, the Parties have determined that development of the park without the adjoining real estate is not feasible.

**NOW, THEREFORE,** IN CONSIDERATION OF THE MUTUAL COVENANTS AND CONDITIONS SET FORTH HEREIN, THE PARTIES AGREE TO MODIFY THE LAND PURCHASE AGREEMENT AS FOLLOWS:

### AGREEMENT

1. Paragraph 2 of the Agreement is amended to remove paragraph 2(B) regarding the Park and shall read as follows:

2. Purchase Price.

A. The Purchase Price shall be Six Hundred Seventy-Five Thousand and 00/100 Dollars (\$675,000.00), paid in cash in United States currency or its equivalent at closing.

2. Paragraph 8 of the Agreement is amended to remove reference to the Limited Warranty Deed or Special Warranty to the Park property and shall read as follows:

8. Purchaser’s Closing Deliveries. At Closing, Purchaser shall deliver to Seller the balance of the Purchase Price in the form of wire transfer or certified funds in U.S. currency, and execute a signed Closing Statement, transfer tax declarations and state and local law reports and forms, evidence satisfactory to establish Purchaser’s authority to purchase the Property and other documents as are necessary and appropriate for the consummation of this transaction by Purchaser.

3. Paragraph 19 of the Agreement regarding the Park Property is deleted and shall read as follows:

19. Park Property. [Omitted]

4. Pursuant to Paragraph 1 of the Agreement which allows that the legal description of the Agreement may be amended in writing as agreed to by the Parties following a survey or title commitment, and having secured a title commitment from Bell Title Agency, the Parties Agree that that legal description of the Land shall be the correct legal description determined by the title company. As described in the Commitment, revision 1, the legal description of the Land is as shown on Schedule C.

File No: 21217890-OK

SCHEDULE C

LAND SITUATED IN THE TOWNSHIP OF HOWELL, COUNTY OF LIVINGSTON, STATE OF MICHIGAN TO WIT:

A PART OF THE SOUTHEAST 1/4 OF SECTION 32 AND PART OF THE SOUTHWEST 1/4 OF SECTION 33, T3N R4E DESCRIBED AS FOLLOWS:

BEGIN AT A POINT ON THE SOUTH LINE OF SECTION 32 WHICH IS SOUTH 89 DEGREES 55' 08" WEST 903.41 FEET FROM THE SOUTHEAST CORNER OF SECTION 32; THENCE S89°55'08"W 769.27 FEET ALONG THE SOUTH SECTION LINE; THENCE N00°05'59"E 1133.64 FEET; THENCE S89°55'08"W 980.63 FEET TO THE NORTH-SOUTH 1/4 LINE; THENCE N00°04'04"E 1155.25 FEET ALONG THE NORTH-SOUTH 1/4 LINE; THENCE S89°59'30"E 2649.93 FEET TO THE EAST SECTION LINE; THENCE S00°W 1374.40 FEET ALONG THE EAST SECTION LINE; THENCE S03°58'40"E 10.20 FEET ALONG THE CENTERLINE OF BURKHART ROAD; THENCE S89°55'08"W 904.12 FEET; THENCE S00°W 900.16 FEET TO POINT OF BEGINNING.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

SELLER: HOWELL TOWNSHIP

By: \_\_\_\_\_  
Mike Coddington  
Its: Supervisor

PURCHASER: Ded Dedvukaj and Linda Dedvukaj

By: \_\_\_\_\_  
Ded Dedvukaj

By: \_\_\_\_\_  
Linda Dedvukaj

## ADDENDUM TO LAND PURCHASE AGREEMENT

This ADDENDUM to the Land Purchase Agreement ("Addendum") is made November \_\_\_\_\_, 2021, by and between Ded Dedvukaj and Linda Dedvukaj, of 29350 Woodward Avenue, Royal Oak, Michigan 48073 ("Purchaser") and Howell Township, a Michigan municipal corporation, having an address of 3525 Byron Road, Howell, MI 48855 ("Seller") (collectively, the "Parties"), as follows:

### BACKGROUND

WHEREAS, Seller and Purchaser entered into a Land Purchase Agreement (the "Agreement") on February 9, 2021; and

WHEREAS, Seller and Purchaser intended to develop a public park utilizing real property from the Property and adjoining real estate; and

WHEREAS, the owner of adjoining real estate no longer desires to contribute to the park; and

WHEREAS, the Parties have determined that development of the park without the adjoining real estate is not feasible.

**NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND CONDITIONS SET FORTH HEREIN, THE PARTIES AGREE TO MODIFY THE LAND PURCHASE AGREEMENT AS FOLLOWS:**

### AGREEMENT

1. Paragraph 2 of the Agreement is amended to remove paragraph 2(B) regarding the Park and shall read as follows:

2. Purchase Price.

A. The Purchase Price shall be Six Hundred Seventy-Five Thousand and 00/100 Dollars (\$675,000.00), paid in cash in United States currency or its equivalent at closing.

2. Paragraph 8 of the Agreement is amended to remove reference to the Limited Warranty Deed or Special Warranty to the Park property and shall read as follows:

8. Purchaser's Closing Deliveries. At Closing, Purchaser shall deliver to Seller the balance of the Purchase Price in the form of wire transfer or certified funds in U.S. currency, and execute a signed Closing Statement, transfer tax declarations and state and local law reports and forms, evidence satisfactory to establish Purchaser's authority to purchase the Property and other documents as are necessary and appropriate for the consummation of this transaction by Purchaser.

3. Paragraph 19 of the Agreement regarding the Park Property is deleted and shall read as follows:

19. Park Property. [Omitted]

4. Pursuant to Paragraph 1 of the Agreement which allows that the legal description of the Agreement may be amended in writing as agreed to by the Parties following a survey or title commitment, and having secured a title commitment from Bell Title Agency, the Parties Agree that that legal description of the Land shall be the correct legal description determined

Land is as shown on Schedule C.

File No. 21217890-OK

SCHEDULE C

LAND SITUATED IN THE TOWNSHIP OF HOWELL, COUNTY OF LIVINGSTON, STATE OF MICHIGAN  
TO WIT:

A PART OF THE SOUTHEAST 1/4 OF SECTION 32 AND PART OF THE SOUTHWEST 1/4 OF SECTION 33,  
T3N R4E DESCRIBED AS FOLLOWS:  
BEGIN AT A POINT ON THE SOUTH LINE OF SECTION 32 WHICH IS SOUTH 89 DEGREES 55' 65" WEST  
903.41 FEET FROM THE SOUTHEAST CORNER OF SECTION 32; THENCE S89°55'08"W 769.27 FEET  
ALONG THE SOUTH SECTION LINE; THENCE N00°05'59"E 1133.64 FEET; THENCE S89°55'08"W 980.63  
FEET TO THE NORTH-SOUTH 1/4 LINE; THENCE N00°04'04"E 1155.25 FEET ALONG THE NORTH-SOUTH  
1/4 LINE; THENCE S89°49'30"E 2649.93 FEET TO THE EAST SECTION LINE; THENCE S00°W 1374.40 FEET  
ALONG THE EAST SECTION LINE; THENCE S03°58'40"E 10.20 FEET ALONG THE CENTERLINE OF  
BURKHART ROAD; THENCE S89°33'08"W 904.12 FEET; THENCE S00°W 900.16 FEET TO POINT OF  
BEGINNING.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the  
date first above written.

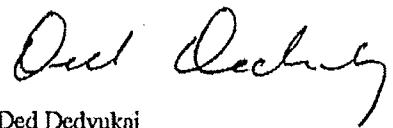
SELLER: HOWELL TOWNSHIP

By:


Mike Coddington  
Its: Supervisor

PURCHASER: Ded Dedvukaj and Linda  
Dedvukaj

By:

  
Ded Dedvukaj

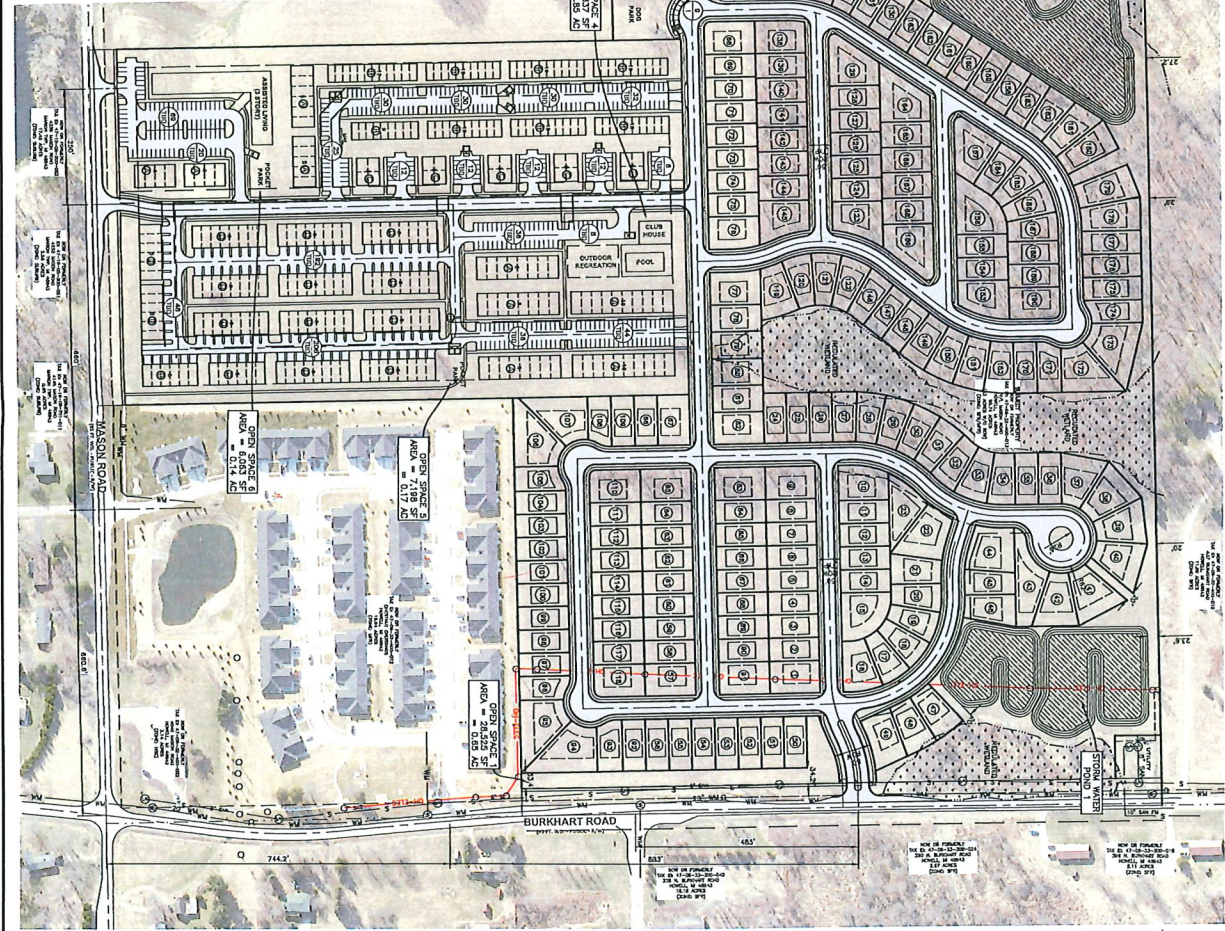
By:

  
Linda Dedvukaj



**UNIT AREAS**

LOT AREA	LOT AREA	LOT AREA	LOT AREA	LOT AREA
(SQ FT)	(SQ FT)	(SQ FT)	(SQ FT)	(SQ FT)
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52	53	54	55
56	57	58	59	60
61	62	63	64	65
66	67	68	69	70
71	72	73	74	75
76	77	78	79	80
81	82	83	84	85
86	87	88	89	90
91	92	93	94	95
96	97	98	99	100



**PAVEMENT LEGEND**

- DR ASPHALT
- DR CONCRETE
- DR GRASS
- DR CONCRETE
- SHOULDER CURB AND GUTTER
- SHOULDER CURB

**PROPOSED PARKING**

REQUIRED PER ORDINANCE

TYPE 1: 12 SPACES PER DWELLING UNIT + 1 SPACE FOR EVERY 4 DWELLING UNITS AND 1 FOR EACH EXISTING DWELING UNITS 200 FT.

TYPE 2: 2 SPACES PER DWELLING UNIT + 1 SPACE FOR EVERY 4 DWELLING UNITS + 1 FOR EACH EXISTING DWELING UNITS 200 FT.

TYPE 3: 2 SPACES PER DWELLING UNIT + 1 SPACE FOR EVERY 4 DWELLING UNITS + 1 FOR EACH EXISTING DWELING UNITS 200 FT.

TYPE 4: 2 SPACES PER DWELLING UNIT + 1 SPACE FOR EVERY 4 DWELLING UNITS + 1 FOR EACH EXISTING DWELING UNITS 200 FT.

TYPE 5: 2 SPACES PER DWELLING UNIT + 1 SPACE FOR EVERY 4 DWELLING UNITS + 1 FOR EACH EXISTING DWELING UNITS 200 FT.

TYPE 6: 2 SPACES PER DWELLING UNIT + 1 SPACE FOR EVERY 4 DWELLING UNITS + 1 FOR EACH EXISTING DWELING UNITS 200 FT.

TYPE 7: 2 SPACES PER DWELLING UNIT + 1 SPACE FOR EVERY 4 DWELLING UNITS + 1 FOR EACH EXISTING DWELING UNITS 200 FT.

TYPE 8: 2 SPACES PER DWELLING UNIT + 1 SPACE FOR EVERY 4 DWELLING UNITS + 1 FOR EACH EXISTING DWELING UNITS 200 FT.

TYPE 9: 2 SPACES PER DWELLING UNIT + 1 SPACE FOR EVERY 4 DWELLING UNITS + 1 FOR EACH EXISTING DWELING UNITS 200 FT.

TYPE 10: 2 SPACES PER DWELLING UNIT + 1 SPACE FOR EVERY 4 DWELLING UNITS + 1 FOR EACH EXISTING DWELING UNITS 200 FT.

**PROVIDED SETBACKS**

FRONT SETBACK: 30 FEET (MINIMUM)

REAR SETBACK: 30 FEET (MINIMUM)

SIDE SETBACK: 40 FEET (MINIMUM)

ADJACENT SETBACK: 40 FEET (MINIMUM)

**DENSITY AND UNIT COUNT**

35 UNITS

**NOTES**

- MINIMUM LOT WIDTH SHALL BE 28 FEET AT THE FRONT SETBACK LINE.
- EXISTING RECORDS SHALL BE CONSULTED FOR ALL UTILITIES.
- EXISTING RECORDS SHALL BE CONSULTED FOR ALL MECHANICAL EQUIPMENT.
- PARKING LOT SPACES SHALL BE FINISHED TO GRADE FOR DETAILS.

**OVERALL SITE PLAN**

HERITAGE SQUARE PUD  
95 AC. NW CORNER OF BURKHART & MASON ROADS  
PART OF THE SE 1/4 OF SEC. 32, T3N, R4E,  
HOWELL TWP., LIVINGSTON COUNTY, MICHIGAN

**CLIENT:**  
BURKHART MASON  
COMMUNITY, LLC  
2330 WOODWARD AVE  
ROLY, OK, W. 48073  
BRUCE MCKEL  
(249) 705-4633

**DATE:** 10/27/2021

**SCALE:** 1" = 100'

**PROJECT NO.:** 21-073

**DESIGNER:** MCKEL

**DRAWN BY:** MCKEL

**CHECKED BY:** MCKEL

**DATE:** 10/27/2021

**PLAN SUBMITTALS/REVISIONS**

NO.	DATE	DESCRIPTION
1	10/27/2021	ISSUED FOR PERMITS

**REGULATORY AGENCIES:**  
LIVINGSTON COUNTY HEALTH DEPARTMENT  
LIVINGSTON COUNTY ZONING DEPARTMENT  
LIVINGSTON COUNTY PLANNING DEPARTMENT  
LIVINGSTON COUNTY PUBLIC WORKS DEPARTMENT  
LIVINGSTON COUNTY SHERIFF'S OFFICE  
LIVINGSTON COUNTY SHERIFF'S OFFICE

**CALL MCKEL:**  
1-800-451-4633  
MCKEL.COM

# AGENDA ITEM

11



**Howell Township**  
**Invoice and Check Registers**  
**As of 10/31/2021**

INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

11/02/2021 09:39 AM  
 User: BRENT KILPELA  
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 Inv Num  
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Vendor  
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530364829 20247	UIS SCADA NEW VFD INSTALLED 592-000-154.00 SEWER SYSTEM	09/16/2021 BRENT KILPELA	10/16/2021	8,160.00	0.00	Paid	Y	09/21/2021
9/13/2021 20248	DTE ENERGY 2700 TOOLEY RD SEPT 2021 592-442-920.00 WWTP ELECTRICITY EXPENSE	09/13/2021 BRENT KILPELA	10/05/2021	168.99	0.00	Paid	Y	09/21/2021
517552195609 20249	AT&T 517 552-1956 FOR OCT 2021 592-442-850.00 WWTP TELEPHONE EXPENSE	09/13/2021 BRENT KILPELA	10/04/2021	69.45	0.00	Paid	Y	10/01/2021
1831819 20250	U. S. BANK S/W #8 592-852-996.08 SWR/WTR 8 BOND INTEREST EXP	09/09/2021 BRENT KILPELA	10/29/2021	33,618.75	0.00	Paid	Y	10/01/2021
1831821 20251	U. S. BANK WNU, SWR #7, S/W #11 592-420-996.04 592-853-996.07 592-854-996.11 WATER NEW USER BOND INTEREST EXPENSE SEWER 7 BOND INTEREST EXPENSE SWR/WTR 11 BOND INTEREST EXP	09/09/2021 BRENT KILPELA	11/01/2021	87,843.75	0.00	Paid	Y	10/01/2021
150560912 20271	AT&T WWTP OCT 2021 592-442-850.00 WWTP TELEPHONE EXPENSE	09/19/2021 BRENT KILPELA	10/10/2021	237.28	0.00	Paid	Y	10/01/2021
20634628869 20272	CONSUMERS ENERGY 2571 OAKGROVE OCT 2021 592-442-922.00 WWTP NATURAL GAS EXPENSE	09/22/2021 BRENT KILPELA	10/15/2021	103.87	0.00	Paid	Y	10/01/2021
202519883553 20273	CONSUMERS ENERGY 1222 PACKARD DR OCT 2021 592-442-922.00 WWTP NATURAL GAS EXPENSE	09/22/2021 BRENT KILPELA	10/14/2021	186.85	0.00	Paid	Y	10/01/2021
203142817903 20274	CONSUMERS ENERGY 391 N BURKHART OCT 2021 592-442-922.00 WWTP NATURAL GAS EXPENSE	09/17/2021 BRENT KILPELA	10/14/2021	83.95	0.00	Paid	Y	10/01/2021
BP21-0002 20275	WASHOVIA BD Bond Refund 701-000-283.00 BP21-0002 - P21-015	09/28/2021 BRENT KILPELA	10/05/2021	2,000.00	0.00	Paid	Y	09/28/2021

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67767 20276	INFRAMARK, LLC SEPTEMBER 2021 592-442-801.00	09/28/2021 BRENT KILPELA WWTP CONTRACTED SERVICES EXPENSE	10/28/2021	30,223.64	0.00	Paid	Y 10/01/2021
220068 20277	PRINTING SYSTEMS UTILITY BILL STOCK 592-441-726.00	09/23/2021 BRENT KILPELA UTILITY BILLING POSTAGE EXPENSE	09/30/2021	468.58	0.00	Paid	Y 10/01/2021
625294 20278	KENNEDY INDUSTRIES INC FLYGT SUBMERSIBLE PUMP +1 592-442-801.00	05/25/2021 BRENT KILPELA PROGRAM BRENT KILPELA WWTP CONTRACTED SERVICES EXPENSE	09/30/2021	3,800.00	0.00	Paid	Y 10/01/2021
5554 20279	PERFECT MAINTENANCE OCTOBER CLEANING 101-265-775.00	10/01/2021 BRENT KILPELA TWP HALL OFFICE CLEANING EXPENSE	10/15/2021	175.00	0.00	Paid	Y 10/01/2021
9/22/2021 20280	COMCAST OCTOBER 2021 101-265-850.00	09/22/2021 BRENT KILPELA TWP HALL TELEPHONE EXPENSE	10/13/2021	382.97	0.00	Paid	Y 10/01/2021
10/05/2021 20282	GSA PROPERTY TAX CONSULTANTS AND 2021 Sum Tax Refund 4706-29-401-00 703-000-214.10	10/05/2021 BRENT KILPELA TAX DUE TO TAXPAYERS	10/12/2021	4,002.86	0.00	Paid	Y 10/05/2021
10/05/2021 20283	MICHIGAN STATE FEDERAL CREDIT UNION 2021 Sum Tax Refund 4706-11-100-01 703-000-214.10	10/05/2021 BRENT KILPELA TAX DUE TO TAXPAYERS	10/12/2021	1,560.31	0.00	Paid	Y 10/05/2021
10/4/2021 20284	HOWELL PUBLIC SCHOOLS 2021 SUMMER TAXES 9/16 - 9/30/2021 703-000-225.00	10/04/2021 BRENT KILPELA TAX DUE TO HOWELL SCHLS DEBT SUMMER	10/15/2021	29,460.24	0.00	Paid	Y 10/05/2021
10/4/2021 20285	HOWELL PUBLIC SCHOOLS 2021 SUMMER TAXES 9/16 - 9/30/2021 703-000-225.01	10/04/2021 BRENT KILPELA TAX DUE TO HOWELL SCHLS OPER SUMMER	10/15/2021	74,388.02	0.00	Paid	Y 10/05/2021
10/4/2021 20286	LIVINGSTON COUNTY TREASURER 2021 SUMMER TAXES 9/16 - 9/30/2021 703-000-228.01	10/04/2021 BRENT KILPELA TAX DUE TO COUNTY SET SUMMER	10/15/2021	59,169.02	0.00	Paid	Y 10/05/2021

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10/4/2021	LIV EDUC SERVICE AGENCY	10/04/2021	10/15/2021	35,170.60	0.00	Paid	Y	10/05/2021
20287	2021 SUMMER TAXES 9/16 - 9/30/2021 703-000-227.00	BRENT KILPELA TAX DUE TO LESA SUMMER		35,170.60				
10/4/2021	LIVINGSTON COUNTY TREASURER	10/04/2021	10/15/2021	35,253.38	0.00	Paid	Y	10/05/2021
20288	2021 SUMMER TAXES 9/16 - 9/30/2021 703-000-228.00	BRENT KILPELA TAX DUE TO COUNTY SUMMER		35,253.38				
6385	TRUE VALUE HARDWARE	10/04/2021	10/15/2021	50.95	0.00	Paid	Y	10/05/2021
20289	LIGHT BULBS, 55GAL DRUM BAG, SHARP 592-442-956.00	BRENT KILPELA WWTP MISCELLANEOUS EXPENSE		50.95				
517540694709	AT&T	09/22/2021	10/14/2021	80.47	0.00	Paid	Y	10/05/2021
20290	517 540-6947 FOR OCT 2021 592-442-850.00	BRENT KILPELA WWTP TELEPHONE EXPENSE		80.47				
517540124109	AT&T	09/22/2021	10/14/2021	111.20	0.00	Paid	Y	10/05/2021
20291	517 540-1241 FOR OCTOBER 2021 592-442-850.00	BRENT KILPELA WWTP TELEPHONE EXPENSE		111.20				
517540695209	AT&T	10/04/2021	10/14/2021	180.57	0.00	Paid	Y	10/05/2021
20292	517 540-692 FOR OCTOBER 2021 592-442-850.00	BRENT KILPELA WWTP TELEPHONE EXPENSE		180.57				
517540696309	AT&T	09/22/2021	10/14/2021	193.94	0.00	Paid	Y	10/05/2021
20293	517 540-6963 FOR OCTOBER 2021 592-442-850.00	BRENT KILPELA WWTP TELEPHONE EXPENSE		193.94				
517546516009	AT&T	09/22/2021	10/14/2021	85.14	0.00	Paid	Y	10/05/2021
20294	517 546-5160 FOR OCTOBER 2021 592-442-850.00	BRENT KILPELA WWTP TELEPHONE EXPENSE		85.14				
63275	MICRO WORKS COMPUTING, INC	09/29/2021	10/19/2021	150.00	0.00	Paid	Y	10/05/2021
20295	RECEPTIONIST COMPUTER CLEANUP 101-265-728.01	BRENT KILPELA TWP HALL IT SUPPORT EXPENSE		150.00				
10/4/2021	DEBRA JOHNSON	10/04/2021	10/15/2021	179.76	0.00	Paid	Y	10/05/2021
20296	CLERK/ELECTION EXPENSES 101-191-860.00 101-215-860.00	BRENT KILPELA ELECTION MILEAGE & EXPENSES CLERK MILEAGE & EXPENSES		179.76 6.72 173.04				

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18922 20297	HALLAHAN & ASSOCIATES, P.C. TANGER APPEAL 21-00832 101-209-801.00	10/04/2021 BRENT KILPELA	10/15/2021	240.00	0.00	Paid	Y	10/05/2021
695139 20298	CULLIGAN WATER 4 JUG DELIVERY 101-265-727.00	09/30/2021 BRENT KILPELA	10/15/2021	36.39	0.00	Paid	Y	10/05/2021
689833 20299	CULLIGAN WATER 4 JUG DELIVERY SEPT 1 101-265-727.00	09/30/2021 BRENT KILPELA	10/15/2021	36.39	0.00	Paid	Y	10/05/2021
9/27/2021 20300	LIVINGSTON COUNTY TREASURER MOBILE HOME FEES 701-000-239.00	09/27/2021 BRENT KILPELA	10/15/2021	765.00	0.00	Paid	Y	10/05/2021
10/4/2021 20301	LIVINGSTON COUNTY TREASURER DOG LICENSES 701-000-238.00	10/04/2021 BRENT KILPELA	10/15/2021	87.50	0.00	Paid	Y	10/05/2021
BSP19-0001 20302	SPICER GROUP BD Bond Refund 101-000-203.00	10/06/2021 BRENT KILPELA	10/13/2021	1,030.00	0.00	Paid	Y	10/06/2021
3906 20303	DECKER AGENCY ANNUAL LIABILITY COVERAGE 592-441-822.00 101-265-822.00	10/04/2021 BRENT KILPELA	11/03/2021	22,332.00	0.00	Paid	Y	10/06/2021
BMHOG21-0001 20304	MHOG BD Bond Refund 701-000-210.00	10/06/2021 BRENT KILPELA	10/13/2021	424.00	0.00	Paid	Y	10/06/2021
BMHOG21-0002 20305	MHOG BD Bond Refund 701-000-210.00	10/06/2021 BRENT KILPELA	10/13/2021	424.00	0.00	Paid	Y	10/06/2021
973 20306	CHLORIDE SOLUTIONS, LLC DUST CONTROL 204-000-802.00	10/02/2021 BRENT KILPELA	11/01/2021	4,009.45	0.00	Paid	Y	10/07/2021

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200443009766 20307	DTE ENERGY STREETLIGHT 101-268-920.00	09/30/2021 BRENT KILPELA	11/10/2021	473.36	0.00	Paid	Y 10/07/2021
	TWP AT LARGE STREETLIGHT EXPENSE			473.36			
9/30/2021 20308	DTE ENERGY 2571 OAKGROVE OCT 2021 592-442-920.00	09/30/2021 BRENT KILPELA	10/25/2021	345.67	0.00	Paid	Y 10/07/2021
	WWTP ELECTRICITY EXPENSE			345.67			
2162410 20309	CARLISLE WORTMAN ASSOC, INC. BD Bond Refund 101-000-203.00	10/07/2021 BRENT KILPELA	10/14/2021	435.00	0.00	Paid	Y 10/07/2021
	BSP21-0004			435.00			
2162408 20310	CARLISLE WORTMAN ASSOC, INC. CULVERS REZONING 101-400-801.00	10/07/2021 BRENT KILPELA	11/06/2021	345.00	0.00	Paid	Y 10/07/2021
	PLANNING-CONTRACTED PLANNER EXPENSE			345.00			
2162409 20311	CARLISLE WORTMAN ASSOC, INC. FUNERAL HOME REZONING 101-400-801.00	10/07/2021 BRENT KILPELA	11/06/2021	390.00	0.00	Paid	Y 10/07/2021
	PLANNING-CONTRACTED PLANNER EXPENSE			390.00			
2162411 20312	CARLISLE WORTMAN ASSOC, INC. GENERAL CONSULTATION 101-400-801.00	10/07/2021 BRENT KILPELA	11/06/2021	405.00	0.00	Paid	Y 10/07/2021
	PLANNING-CONTRACTED PLANNER EXPENSE			405.00			
2162412 20313	CARLISLE WORTMAN ASSOC, INC. ZONING ORDINANCE 101-400-801.00	10/07/2021 BRENT KILPELA	11/06/2021	220.00	0.00	Paid	Y 10/07/2021
	PLANNING-CONTRACTED PLANNER EXPENSE			220.00			
3317 20314	COMPLETE OUTDOOR SERVICES, INC. CEMETERY MAINTENANCE (6 OF 8) 101-276-931.00	10/07/2021 BRENT KILPELA	10/22/2021	546.75	0.00	Paid	Y 10/12/2021
	GROUNDS CARE & MAINT.			546.75			
84303 20315	MASTER MEDIA KITCHEN SUPPLIES 101-265-727.00	10/04/2021 BRENT KILPELA	11/03/2021	268.32	0.00	Paid	Y 10/12/2021
	TWP HALL KITCHEN/BATH SUPPLIES EXPENSE			268.32			
63324 20316	MICRO WORKS COMPUTING, INC REMOVE ACCESS FOR DEP CLERK COMPUT 101-265-728.01	10/07/2021 BRENT KILPELA	10/27/2021	37.50	0.00	Paid	Y 10/12/2021
	TWP HALL IT SUPPORT EXPENSE			37.50			

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208.1011003 20317	HOWELL PARKS AND RECREATION HAPRA 4TH QTR PARTICIPATION FEE 220-000-801.00	10/11/2021 BRENT KILPELA	11/10/2021	27,500.00	0.00	Paid	Y	10/12/2021
	REC FUND CONTRACTED SVCS EXPENSE			27,500.00				
61380 20318	FAHEY SCHULTZ BURZYCH RHODES PLC BURKHART ROAD ASSOC 101-268-801.01	10/04/2021 BRENT KILPELA	11/03/2021	247.50	0.00	Paid	Y	10/12/2021
	TWP AT LARGE LEGAL EXPENSE			247.50				
61381 20319	FAHEY SCHULTZ BURZYCH RHODES PLC GENERAL 101-268-801.01	10/04/2021 BRENT KILPELA	11/03/2021	2,234.50	0.00	Paid	Y	10/12/2021
	TWP AT LARGE LEGAL EXPENSE			2,234.50				
61382 20320	FAHEY SCHULTZ BURZYCH RHODES PLC OAKLAND TACTICAL SUPPLY LITIGATION 101-268-801.01	10/04/2021 BRENT KILPELA	11/03/2021	135.00	0.00	Paid	Y	10/12/2021
	TWP AT LARGE LEGAL EXPENSE			135.00				
61383 20321	FAHEY SCHULTZ BURZYCH RHODES PLC RAINBOW 101-268-801.01	10/04/2021 BRENT KILPELA	11/03/2021	135.00	0.00	Paid	Y	10/12/2021
	TWP AT LARGE LEGAL EXPENSE			135.00				
61384 20322	FAHEY SCHULTZ BURZYCH RHODES PLC ZONING 101-268-801.01	10/04/2021 BRENT KILPELA	11/03/2021	600.50	0.00	Paid	Y	10/12/2021
	TWP AT LARGE LEGAL EXPENSE			600.50				
10/04/2021 20323	DTE ENERGY 1009 N BURKHART OCT 2021 592-442-920.00	10/04/2021 BRENT KILPELA	10/26/2021	116.89	0.00	Paid	Y	10/12/2021
	WWTP ELECTRICITY EXPENSE			116.89				
10/04/2021 20324	DTE ENERGY 391 N BURKHART OCTOBER 2021 592-442-920.00	10/04/2021 BRENT KILPELA	10/26/2021	112.61	0.00	Paid	Y	10/12/2021
	WWTP ELECTRICITY EXPENSE			112.61				
68828 20325	INFRAMARK, LLC OCTOBER MAINTENANCE WWTP 592-442-801.00	10/08/2021 BRENT KILPELA	11/07/2021	30,165.77	0.00	Paid	Y	10/12/2021
	WWTP CONTRACTED SERVICES EXPENSE			30,165.77				
1848470 20326	U. S. BANK SEWER #6 592-442-996.06	10/11/2021 BRENT KILPELA	12/01/2021	9,450.00	0.00	Paid	Y	10/12/2021
	WWTP (SWR 6) BOND INTEREST EXPENSE			9,450.00				

INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

11/02/2021 09:39 AM  
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 DB: Howell Twp  
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182394 20327	APPLIED IMAGING COLORED PRINTING OVERAGES 101-265-727.01	10/07/2021 BRENT KILPELA	11/06/2021	112.42	0.00	Paid	Y	10/13/2021
209136 20328	SPICER GROUP BD Bond Refund 101-000-203.00	10/14/2021 BRENT KILPELA	10/27/2021	5,556.13	0.00	Paid	Y	10/14/2021
209859 20329	SPICER GROUP BD Bond Refund 101-000-203.00	10/14/2021 BRENT KILPELA	10/27/2021	6,036.50	0.00	Paid	Y	10/14/2021
10/18/2021 20330	HOWELL PUBLIC SCHOOLS 2021 SUMMER TAXES 10/1 - 10/15/202 703-000-225.00	10/18/2021 BRENT KILPELA	10/19/2021	5,907.75	0.00	Paid	Y	10/18/2021
10/18/2021 20331	HOWELL PUBLIC SCHOOLS 2021 SUMMER TAXES 10/1 - 10/15/202 703-000-225.01	10/18/2021 BRENT KILPELA	10/19/2021	19,307.57	0.00	Paid	Y	10/19/2021
10/18/2021 20332	FOWLerville SCHOOLS 2021 SUMMER TAXES 10/1 - 10/15/202 703-000-226.00	10/18/2021 BRENT KILPELA	10/19/2021	976.75	0.00	Paid	Y	10/19/2021
10/18/2021 20333	LIVINGSTON COUNTY TREASURER 2021 SUMMER TAXES 10/1 - 10/15/202 703-000-228.01	10/18/2021 BRENT KILPELA	10/19/2021	12,836.69	0.00	Paid	Y	10/19/2021
10/18/2021 20334	LIV EDUC SERVICE AGENCY 2021 SUMMER TAXES 10/1 - 10/15/202 703-000-227.00	10/18/2021 BRENT KILPELA	10/19/2021	7,117.49	0.00	Paid	Y	10/19/2021
10/18/2021 20335	LIVINGSTON COUNTY TREASURER 2021 SUMMER TAXES 10/1 - 10/15/202 703-000-228.00	10/18/2021 BRENT KILPELA	10/19/2021	7,134.21	0.00	Paid	Y	10/19/2021
10/11/2021 20336	DTE ENERGY TWP HALL OCT 2021 101-265-920.00	10/11/2021 BRENT KILPELA	11/02/2021	396.48	0.00	Paid	Y	10/19/2021



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0004136785 20337	LIVINGSTON DAILY PRESS & ARGUS SEPTEMBER PUBLICATIONS 101-101-900.00	09/30/2021 BRENT KILPELA	10/20/2021	230.00	0.00	Paid	Y 10/19/2021
78600 20338	FIRST IMPRESSIONS PRINT & MKTG MURRISH BUSINESS CARDS 101-265-727.01	10/18/2021 BRENT KILPELA	11/17/2021	77.90	0.00	Paid	Y 10/19/2021
78601 20339	FIRST IMPRESSIONS PRINT & MKTG #10 ENVELOPES 101-265-727.01	10/18/2021 BRENT KILPELA	11/17/2021	391.87	0.00	Paid	Y 10/19/2021
78602 20340	FIRST IMPRESSIONS PRINT & MKTG FULL COLOR LETTERHEAD 101-265-727.01	10/18/2021 BRENT KILPELA	11/17/2021	613.67	0.00	Paid	Y 10/19/2021
10/11/2021 20341	DTE ENERGY 3888 OAK GROVE OCT 2021 592-442-920.00	10/11/2021 BRENT KILPELA	11/02/2021	113.56	0.00	Paid	Y 10/19/2021
10/11/2021 20342	DTE ENERGY 1034 AUSTIN CT OCT 2021 592-442-920.00	10/11/2021 BRENT KILPELA	11/02/2021	235.38	0.00	Paid	Y 10/19/2021
10/11/2021 20343	DTE ENERGY 1575 N BURKHART OCT 2021 592-442-920.00	10/11/2021 BRENT KILPELA	11/02/2021	325.35	0.00	Paid	Y 10/19/2021
10/11/2021 20344	DTE ENERGY 1222 PACKARD OCT 2021 592-442-920.00	10/11/2021 BRENT KILPELA	11/02/2021	3,178.14	0.00	Paid	Y 10/19/2021
10/11/2021 20345	DTE ENERGY 2559 W GRAND RIVER OCT 2021 592-442-920.00	10/11/2021 BRENT KILPELA	11/02/2021	224.22	0.00	Paid	Y 10/19/2021
10/11/2021 20346	DTE ENERGY 1216 PACKARD DR OCT 2021 592-442-920.00	10/11/2021 BRENT KILPELA	11/02/2021	20.11	0.00	Paid	Y 10/19/2021

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10/13/2021 20347	DTE ENERGY 2700 TOOLEY OCT 2021 592-442-920.00	10/11/2021 BRENT KILPELA WWTP ELECTRICITY EXPENSE	11/04/2021	81.16	0.00	Paid	Y	10/19/2021
11082018-360 20348	GENOA TOWNSHIP DPW MHOG SERVICES/VACTOR TRUCK 592-442-801.00	10/12/2021 BRENT KILPELA WWTP CONTRACTED SERVICES EXPENSE	11/11/2021	6,317.00	0.00	Paid	Y	10/19/2021
S6-75931 20349	CUMMINS BRIDGEWAY, LLC 1034 AUSTIN CT 592-442-801.00	10/01/2021 BRENT KILPELA WWTP CONTRACTED SERVICES EXPENSE	11/01/2021	497.64	0.00	Paid	Y	10/19/2021
S6-75932 20350	CUMMINS BRIDGEWAY, LLC 1222 PACKARD 592-442-801.00	10/01/2021 BRENT KILPELA WWTP CONTRACTED SERVICES EXPENSE	11/01/2021	882.16	0.00	Paid	Y	10/19/2021
S6-75933 20351	CUMMINS BRIDGEWAY, LLC 2571 OAK GROVE 592-442-801.00	10/01/2021 BRENT KILPELA WWTP CONTRACTED SERVICES EXPENSE	11/01/2021	531.35	0.00	Paid	Y	10/19/2021
S6-75934 20352	CUMMINS BRIDGEWAY, LLC 391 N BURKHART 592-442-801.00	10/01/2021 BRENT KILPELA WWTP CONTRACTED SERVICES EXPENSE	11/01/2021	439.68	0.00	Paid	Y	10/19/2021
S6-75935 20353	CUMMINS BRIDGEWAY, LLC LAMBERT LIFT STATION 592-442-801.00	10/01/2021 BRENT KILPELA WWTP CONTRACTED SERVICES EXPENSE	11/01/2021	656.47	0.00	Paid	Y	10/19/2021
S6-75936 20354	CUMMINS BRIDGEWAY, LLC RIVER BLUFFS STATION 592-442-801.00	10/01/2021 BRENT KILPELA WWTP CONTRACTED SERVICES EXPENSE	11/01/2021	585.41	0.00	Paid	Y	10/19/2021
S6-75937 20355	CUMMINS BRIDGEWAY, LLC 3888 OAKGROVE 592-442-801.00	10/01/2021 BRENT KILPELA WWTP CONTRACTED SERVICES EXPENSE	11/01/2021	504.48	0.00	Paid	Y	10/19/2021
2162411-A 20356	CARLISLE WORTMAN ASSOC, INC. GENERAL CONSULTATION 101-400-801.00	10/15/2021 BRENT KILPELA PLANNING-CONTRACTED PLANNER EXPENSE	11/14/2021	360.00	0.00	Paid	Y	10/19/2021

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4099253852	20357	CINTAS CORPORATION #725 BLUE MATS 101-265-775.00	TWP HALL OFFICE CLEANING EXPENSE		10/20/2021 BRENT KILPELA	10/30/2021	81.47	0.00	Paid	Y 10/20/2021
10/19/2021	20358	HOWELL TOWNSHIP WWTP WATER USAGE 592-442-956.00	WWTP MISCELLANEOUS EXPENSE		10/19/2021 BRENT KILPELA	11/15/2021	500.00	0.00	Paid	Y 10/19/2021
46	20359	MHOG JULY - SEPT USAGE 592-441-803.00	UTILITY BILLING WATER EXPENSE		10/19/2021 BRENT KILPELA	11/19/2021	200,673.10	0.00	Paid	Y 10/20/2021
530365144	20360	UIS SCADA SERVICE CALL 592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE		10/22/2021 BRENT KILPELA	11/22/2021	604.00	0.00	Paid	Y 10/25/2021
2679	20361	CREATURE CONTROL SETP UP TRAPS 592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE		07/29/2021 BRENT KILPELA	10/25/2021	299.00	0.00	Paid	Y 10/25/2021
2805	20362	CREATURE CONTROL 1 GROUND HOG 2 MUSKRATS 592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE		08/02/2021 BRENT KILPELA	10/25/2021	225.00	0.00	Paid	Y 10/25/2021
3036	20363	CREATURE CONTROL 1 GROUNDHOG 2 MUSKRATS PLUS WKLY C 592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE		08/06/2021 BRENT KILPELA	10/25/2021	320.00	0.00	Paid	Y 10/25/2021
3061	20364	CREATURE CONTROL 1 MUSKRAT 592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE		08/09/2021 BRENT KILPELA	10/25/2021	75.00	0.00	Paid	Y 10/25/2021
3177	20365	CREATURE CONTROL 2 MUSKRATS 1 SERVICE CHARGE 592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE		08/11/2021 BRENT KILPELA	10/25/2021	150.00	0.00	Paid	Y 10/25/2021
3274	20366	CREATURE CONTROL 1 MUSKRAT 592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE		08/12/2021 BRENT KILPELA	10/25/2021	75.00	0.00	Paid	Y 10/25/2021

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Inv Num	Inv Ref#	Description	GL Distribution	Inv Date	Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized	Post Date
3755	20367	CREATURE CONTROL 2 MUSKRATS 1 SERVICE CHARGE		08/24/2021	BRENT KILPELA	10/25/2021	150.00	0.00	Paid	Y	10/25/2021
		592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE				150.00				
517552195610	20368	AT&T 517 552-1956 FOR NOV 2021		10/13/2021	BRENT KILPELA	11/04/2021	68.89	0.00	Paid	Y	10/25/2021
		592-442-850.00	WWTP TELEPHONE EXPENSE				68.89				
116301	20369	CRAMPTON ELECTRIC CO INC REPLACED AND RETRO FIT LAMPS TO LE		10/18/2021	BRENT KILPELA	11/17/2021	1,456.82	0.00	Paid	Y	10/25/2021
		101-265-930.00	TWP HALL GROUNDS EQUIP REPAIR EXPENSE				1,456.82				
S6-76566	20370	CUMMINS BRIDGEWAY, LLC LIFT STATION SERVICE CALL		10/15/2021	BRENT KILPELA	10/26/2021	768.96	0.00	Paid	Y	10/25/2021
		592-442-930.00	WWTP EQUIPMENT REPAIR EXPENSE				768.96				
299078	20371	PVS TECHNOLOGIES, INC FERRIC CHLORIDE (45,000 LBS)		10/19/2021	BRENT KILPELA	10/26/2021	4,733.21	0.00	Paid	Y	10/25/2021
		592-442-729.00	WWTP CHEMICALS EXPENSE				4,733.21				
210169	20372	SPICER GROUP RFP PROJECT		10/19/2021	BRENT KILPELA	11/18/2021	733.50	0.00	Paid	Y	10/25/2021
		592-442-801.00	WWTP CONTRACTED SERVICES EXPENSE				733.50				
001268943515	20373	MUTUAL OF OMAHA INSURANCE COMPANY NOVEMBER 2021		10/19/2021	BRENT KILPELA	11/01/2021	150.88	0.00	Paid	Y	10/25/2021
		101-265-721.00	TWP HALL LIFE INSURANCE EXPENSE				150.88				
10/25/2021	20374	SERVPRO OF BRIGHTON/HOWELL RECONSTRUCTION OF TWP HALL		10/25/2021	BRENT KILPELA	10/26/2021	6,714.42	0.00	Paid	Y	10/25/2021
		701-000-283.00	BASEMEN TRUST PERFORMANCE DEPOSITS PAYABLE				6,214.42				
		101-265-930.00	TWP HALL GROUNDS EQUIP REPAIR EXPENSE				500.00				
# of Invoices:	108	# Due:	0	Totals:			810,535.43	0.00			
# of Credit Memos:	0	# Due:	0	Totals:			0.00	0.00			
Net of Invoices and Credit Memos:							810,535.43	0.00			

*C Agrees with  
 Check Register  
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INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

User: BRENT KILPELA  
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Vendor  
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Inv Num	Vendor	Description	GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
--- TOTALS BY FUND ---									
101	GENERAL FUND					35,000.08	0.00		
204	ROAD FUND					4,009.45	0.00		
220	RECREATION FUND					27,500.00	0.00		
592	SWR/WTR					441,826.09	0.00		
701	TRUST & AGENCY					9,914.92	0.00		
703	TAX FUND					292,284.89	0.00		
--- TOTALS BY DEPT/ACTIVITY ---									
000	OTHER					354,926.89	0.00		
101	TOWNSHIP BOARD					230.00	0.00		
191	ELECTIONS					6.72	0.00		
209	ASSESSING					240.00	0.00		
215	CLERK					173.04	0.00		
265	TOWNSHIP HALL					15,200.08	0.00		
268	TOWNSHIP AT LARGE					3,825.86	0.00		
276	CEMETERY					546.75	0.00		
400	PLANNING COMMISSION					1,720.00	0.00		
420	WATER 4 CONNECT					19,731.25	0.00		
441	UTILITY BILLING					213,141.68	0.00		
442	WWTP					99,061.91	0.00		
852	SEWER/WATER 8					33,618.75	0.00		
853	SEWER 7					8,081.25	0.00		
854	SEWER/WATER 11					60,031.25	0.00		

Check Date	Bank	Check	Vendor Name	Amount
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Bank GEN GENERAL FUND CHECKING

10/13/2021	GEN	101001722 (E)	COMCAST	382.97
10/13/2021	GEN	17907	APPLIED IMAGING	112.42
10/13/2021	GEN	17908	CARLISLE WORTMAN ASSOC, INC.	1,795.00
10/13/2021	GEN	17909	COMPLETE OUTDOOR SERVICES, INC.	546.75
10/13/2021	GEN	17910	CULLIGAN WATER	72.78
10/13/2021	GEN	17911	DEBRA JOHNSON	179.76
10/13/2021	GEN	17912	DECKER AGENCY	22,332.00
10/13/2021	GEN	17913	DTE ENERGY	473.36
10/13/2021	GEN	17914	FAHEY SCHULTZ BURZYCH RHODES PLC	3,352.50
10/13/2021	GEN	17915	HALLAHAN & ASSOCIATES, P.C.	240.00
10/13/2021	GEN	17916	HOWELL PARKS AND RECREATION	27,500.00
10/13/2021	GEN	17917	MASTER MEDIA	268.32
10/13/2021	GEN	17918	CHLORIDE SOLUTIONS, LLC	4,009.45
10/13/2021	GEN	17919	MICRO WORKS COMPUTING, INC	187.50
10/13/2021	GEN	17920	PERFECT MAINTENANCE	175.00
10/13/2021	GEN	17921	SPICER GROUP	1,030.00
10/26/2021	GEN	101001723 (E)	CRAMPTON ELECTRIC CO INC	1,456.82
10/26/2021	GEN	101001724 (E)	DTE ENERGY	396.48
10/26/2021	GEN	17922	CARLISLE WORTMAN ASSOC, INC.	360.00
10/26/2021	GEN	17923	CINTAS CORPORATION #725	81.47
10/26/2021	GEN	17924	FIRST IMPRESSIONS PRINT & MKTG	1,083.44
10/26/2021	GEN	17925	LIVINGSTON DAILY PRESS & ARGUS	230.00
10/26/2021	GEN	17926	MUTUAL OF OMAHA INSURANCE COMPANY	150.88
10/26/2021	GEN	17927	SERVPRO OF BRIGHTON/HOWELL	6,714.42
10/26/2021	GEN	17928	SPICER GROUP	11,592.63

GEN TOTALS:

Total of 25 Checks:	84,723.95
Less 0 Void Checks:	0.00
Total of 25 Disbursements:	84,723.95

Bank T&A TRUST & AGENCY CHECKING

10/06/2021	T&A	3502	MHOG	848.00
10/06/2021	T&A	3503	WASHOVIA	2,000.00
10/06/2021	T&A	3504	LIVINGSTON COUNTY TREASURER	765.00
10/06/2021	T&A	3505	LIVINGSTON COUNTY TREASURER	87.50

T&A TOTALS:

Total of 4 Checks:	3,700.50
Less 0 Void Checks:	0.00
Total of 4 Disbursements:	3,700.50

Bank TAX TAX CHECKING

10/05/2021	TAX	5584	HOWELL PUBLIC SCHOOLS	29,460.24
10/05/2021	TAX	5585	HOWELL PUBLIC SCHOOLS	74,388.02
10/05/2021	TAX	5586	LIV EDUC SERVICE AGENCY	35,170.60
10/05/2021	TAX	5587	GSA PROPERTY TAX CONSULTANTS AND	4,002.86
10/05/2021	TAX	5588	MICHIGAN STATE FEDERAL CREDIT UNION	1,560.31
10/05/2021	TAX	5589	LIVINGSTON COUNTY TREASURER	59,169.02
10/05/2021	TAX	5590	LIVINGSTON COUNTY TREASURER	35,253.38
10/19/2021	TAX	5591	FOWLerville SCHOOLS	976.75
10/19/2021	TAX	5592	HOWELL PUBLIC SCHOOLS	5,907.75
10/19/2021	TAX	5593	HOWELL PUBLIC SCHOOLS	19,307.57
10/19/2021	TAX	5594	LIV EDUC SERVICE AGENCY	7,117.49
10/19/2021	TAX	5595	LIVINGSTON COUNTY TREASURER	12,836.69
10/19/2021	TAX	5596	LIVINGSTON COUNTY TREASURER	7,134.21

TAX TOTALS:

Total of 13 Checks:	292,284.89
Less 0 Void Checks:	0.00
Total of 13 Disbursements:	292,284.89

Bank UTYCK UTILITY CHECKING

10/01/2021	UTYCK	2799	INFRAMARK, LLC	30,223.64
10/01/2021	UTYCK	2800	KENNEDY INDUSTRIES INC	3,800.00
10/01/2021	UTYCK	2801	PRINTING SYSTEMS	468.58
10/01/2021	UTYCK	2802	U. S. BANK	121,462.50
10/01/2021	UTYCK	2803	UIS SCADA	8,160.00
10/01/2021	UTYCK	590003458 (E)	AT&T	69.45
10/01/2021	UTYCK	590003459 (E)	AT&T	237.28

Check Date	Bank	Check	Vendor Name	Amount
10/01/2021	UTYCK	590003460 (E)	CONSUMERS ENERGY	103.87
10/01/2021	UTYCK	590003461 (E)	CONSUMERS ENERGY	186.85
10/01/2021	UTYCK	590003462 (E)	CONSUMERS ENERGY	83.95
10/01/2021	UTYCK	590003463 (E)	DTE ENERGY	168.99
10/13/2021	UTYCK	2804	INFRAMARK, LLC	30,165.77
10/13/2021	UTYCK	2805	TRUE VALUE HARDWARE	50.95
10/13/2021	UTYCK	2806	U. S. BANK	9,450.00
10/13/2021	UTYCK	590003464 (E)	AT&T	80.47
10/13/2021	UTYCK	590003465 (E)	AT&T	111.20
10/13/2021	UTYCK	590003466 (E)	AT&T	180.57
10/13/2021	UTYCK	590003467 (E)	AT&T	193.94
10/13/2021	UTYCK	590003468 (E)	AT&T	85.14
10/13/2021	UTYCK	590003469 (E)	DTE ENERGY	345.67
10/13/2021	UTYCK	590003470 (E)	DTE ENERGY	116.89
10/13/2021	UTYCK	590003471 (E)	DTE ENERGY	112.61
10/26/2021	UTYCK	2807	CREATURE CONTROL	1,294.00
10/26/2021	UTYCK	2808	CUMMINS BRIDGEWAY, LLC	4,866.15
10/26/2021	UTYCK	2809	GENOA TOWNSHIP DPW	6,317.00
10/26/2021	UTYCK	2810	HOWELL TOWNSHIP	500.00
10/26/2021	UTYCK	2811	MHOG	200,673.10
10/26/2021	UTYCK	2812	PVS TECHNOLOGIES, INC	4,733.21
10/26/2021	UTYCK	2813	SPICER GROUP	733.50
10/26/2021	UTYCK	2814	UIS SCADA	604.00
10/26/2021	UTYCK	590003472 (E)	AT&T	68.89
10/26/2021	UTYCK	590003473 (E)	DTE ENERGY	113.56
10/26/2021	UTYCK	590003474 (E)	DTE ENERGY	235.38
10/26/2021	UTYCK	590003475 (E)	DTE ENERGY	325.35
10/26/2021	UTYCK	590003476 (E)	DTE ENERGY	3,178.14
10/26/2021	UTYCK	590003477 (E)	DTE ENERGY	224.22
10/26/2021	UTYCK	590003478 (E)	DTE ENERGY	20.11
10/26/2021	UTYCK	590003479 (E)	DTE ENERGY	81.16

UTYCK TOTALS:

Total of 38 Checks:	429,826.09
Less 0 Void Checks:	0.00
Total of 38 Disbursements:	429,826.09

REPORT TOTALS:

Total of 80 Checks:	810,535.43
Less 0 Void Checks:	0.00
Total of 80 Disbursements:	810,535.43

*C Agrees with Invoice  
Resistor BK*