

HOWELL TOWNSHIP BOARD MEETING

3525 Byron Road
Howell, MI. 48855
January 10, 2022
6:30 pm

1. Call to Order:
2. Roll Call: Mike Coddington () Jeff Smith ()
 Jean Graham () Harold Melton ()
 Jonathan Hohenstein () Mike Newstead ()
 Matthew Counts ()
3. Pledge of Allegiance:
4. Call to the Board:
5. Approval of the Minutes:
 A. Regular Board Meeting December 13, 2021
6. Correspondence:
7. Call to the Public:
8. New Business:
 A. Private vs. Public – Pump Station
 B. Personal Policies and Procedure Manual
 C. Pathway Feasibility Study
 D. Howell Township Clean Up Day
 E. Approval of Changes to Board of Review
9. Reports:
 A. Supervisor B. Treasurer C. Clerk D. Zoning
 E. Assessing F. Fire Authority G. MHOG H. Planning Commission
 I. Z B A J. WWTP K. HAPRA L. Property Committee
10. Call to the Public:
11. Disbursements:
 Regular and Check Register
12. Adjournment:

AGENDA ITEM

5A

**HOWELL TOWNSHIP REGULAR BOARD MEETING
MINUTES**

3525 Byron Road
Howell, MI 48855
December 13, 2021
6:30 P.M.

MEMBERS PRESENT:

Mike Coddington	Supervisor
Jonathan Hohenstein	Treasurer
Matthew Counts	Trustee
Harold Melton	Trustee
Jeff Smith	Trustee

MEMBERS ABSENT:

Jean Graham Clerk

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

All rose for the Pledge of Allegiance.

APPROVAL OF THE AGENDA:

December 13, 2021

MOTION by Melton seconded by Hohenstein, **"TO APPROVE THE DECEMBER 13, 2021 AGENDA AS AMENDED: ADD UNDER SECTION #11- CLOSED SESSION AND MOVE EVERYTHING ELSE DOWN."** Discussion followed. Motion carried.

APPROVAL OF BOARD MEETING MINUTES:

November 22, 2021

A) REGULAR BOARD MEETING MINUTES

MOTION by Hohenstein, seconded by Counts, **"TO APPROVE THE NOVEMBER 22, 2021 REGULAR MEETING MINUTES AS PRESENTED."** Discussion followed. Motion carried.

CORRESPONDENCE:

No additions. No questions.

CALL TO THE PUBLIC:

No Response

UNFINISHED BUSINESS:

A. ROAD CONDITIONS

Treasurer Hohenstein presented to the Board a report and map summarizing the condition of all roads within Howell Township. Discussion followed.

NEW BUSINESS:

A. AMERICAN FUND PENSION PLAN

Deputy Supervisor Kilpela and Treasurer Hohenstein presented the proposed American Fund Pension 457b plan to the Board. This fund would replace the current American Fund Pension Plan, allowing employees to make personal contributions to the account. **MOTION** by Counts, seconded by Newstead, **"TO APPROVE THE AMERICAN FUND 457b PENSION PLAN AS PRESENTED."** Discussion followed. Motion carried.

B. BUDGET UPDATE

Deputy Supervisor Kilpela provided the Board with a budget update. Revenue and Expenditure Report period ending 11/30/2021, Cash Flow Report using budgeted revenue, and a General Obligation Bond report. Deputy Supervisor Kilpela took questions and comments from the Board. Mr. Kilpela discussed with the Board the potential benefits of paying off General Obligation Bonds early. Discussion followed.

MOTION by Hohenstein, seconded by Newstead, **"TO AMEND THE AGENDA BY MOVING HOWELL TOWNSHIP WASTEWATER TREATMENT PLANT TO 8C."** Discussion followed. Motion carried.

C. WWTP

- Treasurer Hohenstein gave a summary of the November 29, 2021 Howell Township Wastewater Treatment Plant meeting. Jason Hall, Inframark Plant Manager/Operator was present to answer questions. Discussion followed.
- Violations: The Junction Box was cleaned out. **MOTION** by Hohenstein, seconded by Melton, **"TO ACCEPT THE OCTOBER 25, 2021 BID FROM SERVICEPRO FOR THE AMOUNT OF \$5,590.00"** Discussion followed. Motion carried.
- Influent Sample Location: **MOTION** by Hohenstein, seconded by Smith, **"TO ACCEPT FUTURE BID NOT TO EXCEED \$14,000.00 FOR NEW SAMPLING LOCATION AS INDICATED ON THE MAP AND AT THE COMMITTEES DISCRETION."** Discussion followed. Motion carried.

D. HOWELL PLANNING AND ZONING COMMISSION

Deputy Clerk Murrish asked the Board to reappoint Wayne Williams and Glen Miller to the Howell Township Planning Commission for the term beginning January 1, 2022 and ending December 31, 2025. **MOTION** by Hohenstein, seconded by Smith, **"TO ACCEPT THE RECOMMENDATION FOR MR. WAYNE WILLIAMS TO THE HOWELL TOWNSHIP PLANNING COMMISSION FOR A TERM BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2025."** Discussion followed. Motion carried. **MOTION** by Hohenstein, seconded by Newstead, **"TO ACCEPT THE RECOMMENDATION FOR MR. GLEN MILLER TO THE HOWELL TOWNSHIP PLANNING COMMISSION FOR A TERM BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2025."** Discussion followed. Motion carried.

Deputy Clerk Murrish asked the Board to reappoint Tim Boal to the Howell Township Zoning Board of Appeals for the term beginning January 1, 2022 and ending December 31, 2025. **MOTION** by Hohenstein, seconded by Counts, **"TO ACCEPT THE RECOMMENDATION FOR MR. TIM BOAL TO THE HOWELL TOWNSHIP ZONING BOARD OF APPEALS FOR A TERM BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2025."** Discussion followed. Motion carried.

E. Howell Township Connection Fees for Sewer and Water

Treasurer Hohenstein asked the Board to approve the Howell Township sewer and water connection fees for the year 2022. To avoid a -5% connection fee increase the Board needs to approve the 2022 fee schedule by January 1, 2022. **MOTION** by Smith, seconded by Melton, **"TO LEAVE THE SEWER AND WATER RATES THE SAME AS THEY HAVE BEEN."** Discussion followed, Motion carried.

REPORTS:

A. SUPERVISOR:

Supervisor Coddington stated he and the WWTP Committee have been exploring management options for the treatment plant once the current management contract expires.

B. TREASURER:

No update at this time.

C. CLERK:

The Howell Township regular board meeting for October falls on a Federal Holiday. **Motion** by Counts, seconded by Melton, **"TO MOVE THE OCTOBER HOWELL TOWNSHIP REGULAR BOARD MEETING TO OCTOBER 3, 2022."** 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:

No update at this time.

G. MHOG:

No update at this time.

H. PLANNING COMMISSION:

Trustee Counts gave the Board an update on the Heritage Park project.

I. ZONING BOARD OF APPEALS (ZBA):

Trustee Smith stated that three petitions had been filed, all regarding garage issues.

J. HAPRA:

No report given at this time.

K. Property Committee

- Treasurer Hohenstein stated that due to a title company issue, the closing on the Mason Road property was moved to Friday, December 17, 2021. Noting that all special assessments for the property will be paid in full at the time of sale.
- Treasurer Hohenstein met with the Livingston County Road Commission regarding the Oak Grove Project.

MOTION by Hohenstein, seconded by Smith, **"TO ENTER INTO A CLOSED SESSION TO CONSIDER HOWELL TOWNSHIP ATTORNEY'S LEGAL OPINION RELATED TO SETTLEMENT OF THE OAKLAND TACTICAL VS. HOWELL TOWNSHIP CASE CURRENTLY IN THE 6TH CIRCUIT COURT."** Discussion followed. Motion carried. A roll-call vote was taken: Yes (6): Counts-Yes, Coddington-Yes, Melton-Yes, Hohenstein-Yes, Smith-Yes, Newstead-Yes, and Graham-Not present.

CALL TO THE PUBLIC:

No response.

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

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

ADJOURNMENT: **MOTION** by Counts, seconded by Hohenstein, **"TO ADJOURN."** Motion carried. The meeting adjourned (8:10 pm.)

As Presented: _____ X _____

As Amended: _____

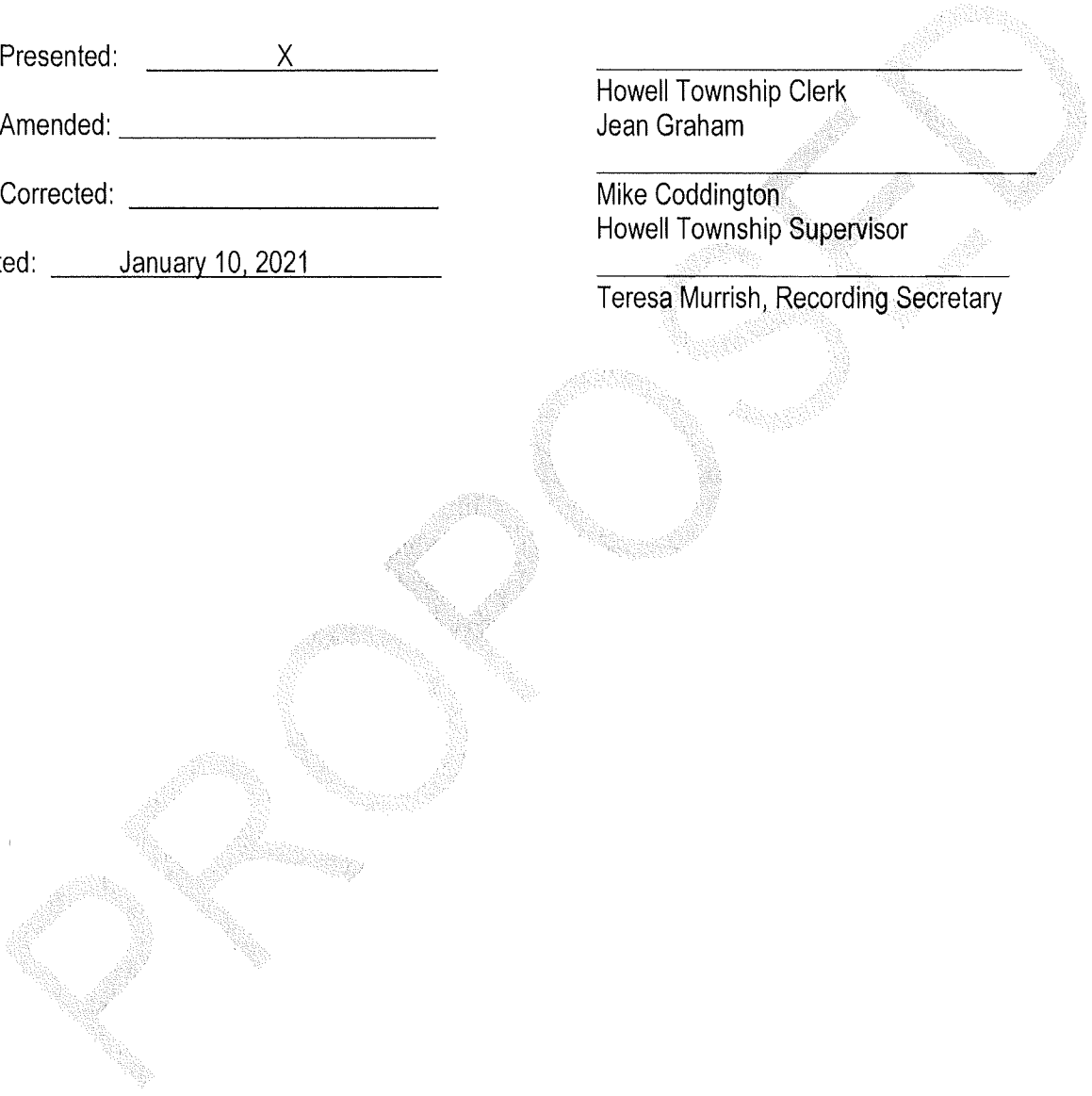
As Corrected: _____

Dated: _____ January 10, 2021 _____

Howell Township Clerk
Jean Graham

Mike Coddington
Howell Township Supervisor

Teresa Murrish, Recording Secretary



AGENDA ITEM

8A

Annex Group -Union at Oak Grove
Private vs. Public - Pump Station
January 5, 2022 10 am

Attending: Tracy Anderson – Spicer Group, Joe Daus, Jonathan Hohenstein

Discussion regarding Union at Oak Grove's need for a pump station for approximately 10 buildings.

Union at Oak Grove is an apartment complex under construction to build 220 units. As the site sits right now there is not enough fall to have every building be on a gravity sewer line to the Township's sewer main at Oak Grove Road. It has been determined that a pump station is the best option (grinder pumps had been discussed, but the Township does not accept grinder pumps and so the maintenance and pump replacement would be on the property owner) for approximately 10 buildings. The Annex Group would like to install a small pump station, but keep the station private which would allow the pump station to be much smaller and less expensive than if they were required to build a station to the Township's specifications and turn it over to the Township for future maintenance. The Township currently has three private pump stations: Burkhart Ridge, Trilogy, and Chestnut Woods. Maintenance on these stations requires capital and general knowledge of operating a pump station. Most owners lack the knowledge to operate and maintain the stations. Another complication for Union at Oak Grove is that the entire site will not use the pump station. Depending on what the Board decides it will need to come to a conclusion on whether it will accept part of a sewer collection system (the part not connected to a private pump station) or if it will accept either all of the system or none of the system.

Moving forward the Board has options on how to proceed. The Board could allow private pump stations with no requirements set by the Township. The Board could allow private pump stations but require that they be built to a minimum standard. Either of those decisions would require a discussion highlighted above about this particular site and how much of the collection system would become public. The Board could require that all pump stations must be built to the Township's standard and turned over to the Township making all future developments' sewer systems part of the public sewer system.

Respectfully submitted,

Jonathan Hohenstein

AGENDA ITEM

8B

Howell Township Clerk

From: Helen Mills <hmills@fsbrlaw.com>
Sent: Monday, December 27, 2021 12:23 PM
To: Howell Township Clerk
Subject: Policies!
Attachments: 2021.12.02 Redline Policies.docx; 2021.12.02 Revised Personnel Policies.docx; 2021.12.27 Limitations Period Waiver.docx

Follow Up Flag: Follow up
Due By: Tuesday, December 28, 2021 9:00 AM
Flag Status: Flagged

Good morning and happy holidays to you!

Please find attached the updated policies in a clean form, as well as a PDF of the redline showing changes undertaken. The changes, generally were:

- Eliminated unused terms from the definitions section
- Cleaned up and ensured consistency of references across the policies
- Clarified the following to match current practices
 - o Section 2.6 (Vacancies, Newly Created Positions, Transfers and Promotions)
 - o Section 2.7 (Layoff and Recall)
 - o Section 3.5 (Overtime, Compensatory Time and Call Back Time)
 - o Section 3.6 (Holiday Pay)
 - o Section 4.1 (Holidays)
- Converted the existing Family Medical Leave Act Policy (Section 4.9) to an Unpaid Leave of Absence policy.
- Updated Political Activities and Petitions Sections to reflect the lawful authority of the Township to limit employee speech and activities (See Section 8.1 Political Activities).
- Updated Dress Code Section to reflect current EEOC enforcement strategy (See Section 8.9, formerly Section 8.11).
- Added the following to Section 11.1 (Resignation): *The Township may accept the resignation or notice of retirement effective immediately and end the employment relationship without further notice, in which case the Township will pay out the remainder of the notice period.*
- Updated the Acknowledgement form to address change in precedent that disallows shortening claim limitations periods in handbook acknowledgement. A separate acknowledgement of the limitations period is attached here for review and use with all employees.

Note that the Township does take on certain responsibilities that it is not obligated to take on under applicable law. For instance, "Employees to be laid off will have at least five-business days' notice of the layoff or receive compensation in lieu of the five days." (Sec. 2.7) There is no legal obligation to provide notice and/or pay out the notice period in the case of layoff, though this is certainly a benefit to an employee in this situation.

The remainder of your policies are up-to-date and we applaud the Township for taking such great care to ensure its employees are aware of employment policies!

Best,
Lizzie



HOWELL TOWNSHIP

PERSONNEL POLICIES AND PROCEDURES MANUAL

ADOPTED BY:

HOWELL TOWNSHIP BOARD

_____, 2021

HOWELL TOWNSHIP
PERSONNEL POLICIES AND PROCEDURES MANUAL

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DEFINITIONS

The words and phrases below have the following meanings for the Howell Township Personnel Policies and Procedures Manual ("Manual"):

Board: Refers to the Howell Township Board.

Compensatory Time: Time off with pay, granted by the Township, in lieu of overtime compensation for time worked in excess of 40 hours in a workweek.

Deputies: Deputy Supervisor, Deputy Clerk and Deputy Treasurer who serve at the pleasure of the Township Supervisor, Clerk and Treasurer, respectively, through the provisions of Public Acts 22 and 23 of 1977 and who are entitled to employee benefits and fringes as outlined in this Manual and as so determined by the Board.

Exempt Employee: Management, supervisory, professional and administrative employees who meet the specific salary and duties test(s) established by the Fair Labor Standards Act (FLSA) and state law and who are exempt from overtime pay requirements.

Full Time Employee: Those employees who are regularly scheduled to work a minimum of 36 or more hours per week and are not a temporary employee.

Intern Employee/Volunteer: Those persons scheduled to work on a specific project on a temporary basis as a paid employee or an unpaid volunteer.

Job Description: A written listing of a position's duties and responsibilities.

Non-Exempt Employee: Full time employees whose positions do not meet FLSA exemption tests and who are paid one-and-one-half times their regular hourly rate of pay (or granted compensatory time) for hours worked in excess of 40 in a workweek.

Orientation Period: The first six (6) months of employment.

Overtime: Time in excess of 40 hours worked in a workweek.

Part-Time Employees: Those employees who are budgeted to work less than 36 hours per week and are not a temporary employee.

Human Resources Committee: The Committee appointed by the Township Board to administer personnel policies.

Promotion: The movement of an employee to a position of greater responsibility and duties.

Special Project Employee: An employee budgeted to work on a specific work project.

Transfer: The movement of an employee to a position of similar or lesser responsibility and equivalent or less duties which has the same or a lower wage rate.

Volunteer: A person who offers to provide services of his/her own free will for no compensation.

1.0 INTRODUCTION

1.1 Purpose

The Personnel Policies and Procedures Manual is designed to acquaint you with information about working conditions, employee benefits and Township policies affecting your employment. You should read, understand and comply with all provisions of the Manual. The Manual describes many of your responsibilities as an employee and outlines the programs developed by the Township to benefit employees.

This Manual does not create, nor should it be considered to create, any contractual rights for employees. No employee manual can anticipate every circumstance or question about policy. As the Township continues to grow and as circumstances change, the need may arise and the Township reserves the right to change, delete, add to, deviate from, interpret or cancel, in whole or in part, any of the policies and benefits set forth in the Manual, in its sole discretion, at any time, with or without prior notice. This Manual supersedes and replaces all previous handbooks, policy manuals, rules, regulations, policies and procedures.

New and current employees are expected to maintain a continuing familiarity with the policies described in the Manual. Any employee who does not understand information contained in the Manual should seek clarification by contacting his/her immediate supervisor who will either answer the question or direct the question to the appropriate Township personnel.

1.2 Authority

The Howell Township Human Resources Committee is responsible for the interpretation and administration of all personnel policies and procedures. Any exceptions to the policies and procedures will be made at the discretion of the Board.

1.3 Human Resources Committee

A Human Resources Committee will be composed of three appointed members of the Township Board.

Appointments are for a specific period of time as determined by the Board. The Human Resources Committee will select a Chairperson on an annual basis.

The Committee will serve in an advisory capacity to the Board in proposing, reviewing and recommending policies directly related to Township personnel and present such recommendations to the Board for its consideration. The Committee will also perform other duties as outlined in this Manual or as directed by the Board.

Recommendations of the Human Resources Committee shall be forwarded to the Board which shall have 60 days upon which to take official action on the recommended item. If no action is taken within 60 days, then said item would be placed on the agenda for the next Board meeting.

General employee information meetings will be scheduled as deemed necessary.

1.4 Scope

These personnel policies and procedures shall apply to all Howell Township employees. These policies and procedures do not apply to those individuals providing services through a specific contract agreement with the Township except as noted.

1.5 Revision

The policies and procedures contained in this Manual can be changed by a motion of the Board. Employees are encouraged to submit suggestions for changes to the Human Resources Committee and/or a Human Resources Committee member.

Adopted amendments will become effective upon the date of adoption. This does not preclude amendments being made in regard to special circumstances brought before the Board by the Human Resources Committee.

When revisions and/or additions are made, employees will be provided with a written notification and the changes will be made to the permanent master copy.

1.6 Distribution of the Manual

All employees will receive and sign for a copy of the Howell Township Human Resource Policies and Procedures Manual. All employees are expected to review and become familiar with the provisions.

2.0 EMPLOYMENT

2.1 Employment At-Will

Township employment is at-will. Accordingly, either you or the Township can terminate the employment relationship at any time, with or without cause, and with or without notice. This at-will employment relationship exists regardless of any other written statements or policies contained in this Manual or any other Township documents, or any verbal statements to the contrary.

No one except the Board can enter into an employment relationship or agreement that is contrary to at-will employment. To be enforceable, such relationship or agreement must be in writing, and signed by all members of the Board or documented in the Board meeting minutes.

2.2 Orientation

All new employees, on the first day of employment, will complete the necessary tax withholding and applicable other benefit forms. The Human Resources Committee or its designee will review policy and organizational matters and the employee's immediate supervisor will review job tasks. Each new employee will be issued a copy of the current Manual and be required to sign a statement indicating he/she has received the Manual.

2.3 Physical Examination & Drug Testing

The Township reserves the right to enforce at any time, an employee, or prospective employee to undergo a physical and/or drug screening.

The Township may require an employee undergo a job-related medical or physical examination to determine if the employee can perform the essential functions of the job following a leave for illness or injury, if the employee is having difficulty performing his or her job effectively, or if an employee's performance suggests there might be a medical problem which could result in the employee posing a direct threat to the health or safety of him/herself or others.

2.4 Length of Service

Length of service is a period of continuous and unbroken employment with the Township. Continuous length of service is not recognized until the employee successfully completes the probationary period. At that time, the length of service will date back to the first day of work for the Township after his/her most recent hiring. A former employee who is re-employed will be considered a new employee. In the event the break in service is less than 60 days, the employee's prior length of service will be taken into account for purposes of determining leave time accumulation.

Employment seniority/anniversary date is the date that the employee is hired.

2.5 Loss of Service

An employee's employment shall end for any of the following reasons:

- a) Resignation;
- b) Discharge;
- c) Retirement;
- d) Failure to return to work after seven calendar days' notice of the recall from layoff;
- e) Failure to return to work at the expiration of an approved leave of absence; or
- f) Failure to notify employer of absence for three consecutive work days.

The Board, in its discretion, may modify this policy.

2.6 Vacancies, Newly Created Positions, Transfers and Promotions

The Board may create new positions and determine vacancies it wishes to fill, the manner for filling vacancies, completing transfers, or accomplishing promotions. The Board hires the Zoning Administrator upon consideration of the Human Resources Committee recommendation and makes all other hiring decisions.

There will be a posting of any vacant or newly created position on the public bulletin board in the Township Hall and on the Township website. The posted notice shall contain job title, job summary, minimum qualifications, wage range, and application deadline. The Township Supervisor and/or immediate supervisor will establish the application deadline. Concurrent with the public posting, vacancies or newly created positions may be advertised elsewhere, including but not limited to local, state or national trade publications or at college campuses. Length of service with the Township will not be a determining factor in the selection process.

The Township reserves the right to fill all vacant or newly created positions from outside applicants.

2.7 Layoff and Recall

Should it become necessary to reduce the level of staffing for any reason, the Board will decide which positions are affected and which employees will be laid off. The Board must approve all layoffs initiated by the Human Resources Committee. Employees to be laid off will have at least five-business days' notice of the layoff or receive compensation in lieu of the five days.

2.8 Evaluations

Employee evaluations will be conducted as needed or requested. These reviews offer the opportunity for us to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals. The Township will endeavor to conduct annual evaluations. An employee may request that discussion of his/her performance be conducted in closed session.

2.9 Personnel Records

An individual personnel file shall be maintained for each employee containing the application or resume, beneficiary designation forms, disciplinary action, contribution record to retirement fund, record of promotion or transfer, letters of commendation, record of training, and other pertinent data.

These records are maintained by the Clerk and are accessible to the Deputy Clerk, immediate supervisors and others as determined by the Clerk. In addition, any employee may request to see his/her file, generally not more than twice per calendar year. The file shall be reviewed in the presence of authorized personnel. Upon request, each employee shall also receive a copy of his/her personnel file. The Township may, at its choice, charge employees actual copying costs.

3.0 HOURS OF WORK

3.1 Standard Workday

The Howell Township Municipal Building's standard business hours are from 8:00 a.m. to 5:00 p.m., Monday through Thursday with a ½ hour paid lunch.

When employees are required to leave the building as their responsibilities dictate, they are required to inform their immediate supervisor of the departure time, expected location and approximate return time. Information regarding the date or hour of return and expected location will enable the Township personnel to provide accurate answers to inquiries regarding availability and will better prepare the Township to deal with emergencies and/or high priority concerns.

Starting times, quitting times, hours of work, and work assignments shall be determined by the employee's immediate supervisor.

3.2 Absence/Tardiness

Employees are expected to be conscientious about reporting to work on time. All employees will notify their immediate supervisor prior to the beginning of the schedule to be worked, or as soon as possible thereafter, that he/she will be late or absent from work.

Depending upon the nature and duration of the time off, the Township may request that a signed statement from a physician who has examined the employee be submitted prior to returning from sick time off. Unauthorized or excessive absences or tardiness may subject an employee to disciplinary action, up to and including discharge.

3.3 Adverse Weather Policy

Should severe weather arise and Livingston County's offices are closed, Howell Township offices are also closed. If you are scheduled to work, you will be paid for your scheduled hours. The notice of County closure is available through the local radio station, WHMI 93.5.

3.4 Recording of Hours

Non-exempt employees are required to keep a record of hours worked using time sheets developed for this purpose.

All non-exempt employees are required to have completed time sheets, approved by their immediate supervisor, to the payroll department by 10:00 a.m. the Monday preceding a biweekly payroll.

Any problems concerning the amount of pay or payroll procedures should be directed to the Clerk.

3.5 Overtime, Compensatory Time and Call Back Time

All hours worked in excess of 40 hours per week must be authorized in advance by the employee's supervisor. Overtime, whether to be paid or taken as compensatory time shall be reported to the Payroll department on the employee's weekly time sheet.

Non-exempt employees who work in excess of 40 hours per week will be compensated at one and one-half their hourly rate. In lieu of overtime pay, an employee can request compensatory time off, at the rate of one and one-half hours for each hour of overtime worked. Compensatory time in lieu of overtime pay must be approved by the employee's immediate supervisor. Compensatory leave time banks cannot exceed 40 hours. Compensatory time must be taken before personal or vacation time. All compensatory time shall be used prior to December 31st of the calendar year. Unused compensatory time will be paid out as required by law.

Exempt employees will not be granted additional wages or compensatory time off for hours worked in excess of the standard workday or week.

3.6 Holiday Pay

If a non-exempt employee is required to work, by their supervisor, on a designated holiday (see **4.1 Holidays**), the employee shall receive a floating holiday to be used at a later date, as approved by his or her supervisor.

4.0 EMPLOYEE BENEFITS

4.1 Holidays

All exempt, full time and regular part time employees shall be granted pay on all federal holidays, plus New Year's Eve, Christmas Eve, and Thanksgiving Eve. *If Election Day is recognized as a federal holiday, this policy will not extend paid time off or closure on that date.*

Unless otherwise determined by the Human Resources Committee and approved by the Board, if a designated holiday falls on a Saturday, then the time off with pay shall be scheduled for the preceding workday. If a designated holiday falls on a Sunday, then the time off with pay shall be scheduled for the following workday.

*Exempt, full time and regular part time employees will receive compensation for the holiday based on the number of averaged regularly scheduled hours to work in a workweek.

Average hours worked divided by 4 = hours to be paid:

Example: 36 hours divided by 4 days (M-Thurs) = 9 hours holiday pay

24 hours divided by 4 days = 6 hours holiday pay

18 hours divided by 4 days = 4.5 hours holiday pay

4.2 Vacation

All exempt, regular full time and part time employees shall be granted vacation time according to the following schedule:

*First year of service	.0385	per paid hours	=	2 weeks or portion thereof
Second year of service	.0385	per paid hours	=	2 weeks
Third year of service	.0385	per paid hours	=	2 weeks
Fourth year of service	.0385	per paid hours	=	2 weeks
Fifth year of service	.0577	per paid hours	=	3 weeks
Sixth year of service	.0577	per paid hours	=	3 weeks
Seventh year of service	.0577	per paid hours	=	3 weeks
Eighth year of service	.0769	per paid hours	=	4 weeks
Ninth year of service	.0769	per paid hours	=	4 weeks
Tenth year of service	.0769	per paid hours	=	4 weeks
Eleventh thru Sixteenth year of service	.0963	per paid hours	=	5 weeks

*First year of service for vacation purposes will commence upon date of hire through December 31st.

Add additional .0039 for every year 17 after, which equals one (1) day per each year with a cap at 30 days paid vacation.

The vacation period of each qualified regular employee shall be set with due regard to the seniority and preference of the employees consistent with the efficient operation of the Township. The employee shall give 15 days' notice of proposed vacation days and obtain the approval of their immediate supervisor. When vacation dates have been established and agreed upon, they may be changed on approval of immediate supervisor.

Accrued vacation time shall be used in full prior to unpaid time off unless requested and approved by the Board.

The Township also agrees to allow the employee to roll 80 hours of their vacation time to the following year. The rolled portion will be drawn from prior to the current years vacation and must be used within the calendar year those days were transferred to. Any vacation time over the 80 hours carried over at the end of the year will be paid out in the last pay cycle of the year.

Employees who have resigned, retired, been laid off or terminated will receive compensation for all accrued unused vacation hours. Compensation will be at the employee's present wage or salary.

4.3 Personal Health Days

- a) Each exempt, regular full time and part time employee shall be credited with .01925 hours per hour worked. An employee shall only be entitled to use non-restricted personal health days which have accrued, and will not be entitled to use non-restricted personal health days in advance of such accrual. Non-restricted personal health days can be carried over for no more than two (2) years of the accrued amount. Any Personal Health time over the 72 hours being carried over at the end of the year will be paid out in the last pay cycle of the year.
- b) When sickness exceeds three (3) days, a doctor's slip may be required before pay is allowed.
- c) Upon termination of employment, an employee shall be paid for his or her unused accumulated personal health days.
- d) Records of non-restricted personal health days leave accumulated and taken shall be furnished to the employee on their current pay stub.
- e) Accrued Personal Health time shall be used in full prior to unpaid time off unless requested and approved by the Township Board.

4.4 Group Insurance Plan

All full time employees will be eligible to participate in the Township's group insurance plans (medical/hospitalization, life). Township employees may be required to pay a portion of the premiums. Employees will receive a copy of the group plan detailing the various insurance benefits (medical/hospitalization, life) upon request. Further information may be obtained from the Clerk's Department. The Township reserves the right to change carriers and coverage or to eliminate benefits.

4.5 Workers' Compensation Insurance

Each employee will be covered by Workers' Compensation Insurance in accordance with State law.

Employees are required to immediately report all job related injuries, including minor ones, to their supervisor and/or the Clerk's Department.

An employee shall use: (1) personal health days; (2) compensatory time; (3) vacation time (in that order) to receive pay during the waiting period before workers' compensation insurance benefits begin. Further, an employee shall use the aforementioned time to pay the difference between the employee's full daily/weekly pay and workers' compensation benefits received up to a maximum of 40 hours per week.

An employee should not use time off on a timesheet to cover the same hours that will be submitted to be paid by workers' compensation insurance.

4.6 Funeral Leave – Bereavement

Upon the death of an immediate family member (parent, spouse, child, grandchild, sibling, grandparent) all employees will be granted a paid three (3) day bereavement leave; if the funeral/service is held outside the State of Michigan, two (2) additional days with pay will be granted.

4.7 Court Obligations

A full time employee who is called for jury duty or subpoenaed as a witness on Township business will be entitled to court leave.

The Township will pay the documented difference between payment and fees received by the employee for those hours actually devoted to jury duty or testifying and his/her normal compensation.

An employee subpoenaed as a witness or participating in a non-Township matter shall not be eligible for any payment by the Township.

An employee having a court obligation shall notify the employee's immediate supervisor as soon as possible. An employee excused from jury duty or examination prior to 12 o'clock (Noon) on any workday shall report to work for the balance of the day.

4.8 Military Leave

If an employee is called to active military duty or to Reserve or National Guard training, or if an employee volunteers for the same, the employee should submit copies of his/her military orders to his/her supervisor as soon as is practicable. A military leave of absence without pay will be granted for the period of military service, in accordance with applicable federal and state laws. A reservist or a member of the National Guard will be granted time off without pay for required military training. Eligibility for reinstatement after military duty or training is completed, and entitlement to benefits during and after leave, is determined in accordance with applicable federal and state laws.

4.9 Unpaid Leave of Absence

Currently no Township employees are "eligible employees" for purposes of the Family Medical Leave Act ("FMLA") because the Township does not have 50 or more employees. Therefore, FMLA leave is not available to any Township employees.

So long as the Township's employees are not eligible for FMLA leave, the Township will provide an unpaid leave of absences under the following terms:

Employees who have been employed by the Township for at least 12 months and have accumulated 1,250 hours actually worked during the preceding 12 months may request an unpaid leave of absence for up to 12 weeks in a rolling 12-month period extending forward from the date that the leave begins:

- Because of the birth of a child to the employee;
- Because of adoption of a child by the employee;
- Because a child has been placed with the employee for foster care;
- To care for the spouse, child, or parent of the employee, if the spouse, child, or parent has a serious health condition;
- Because of a serious health condition that makes the employee unable to perform his or her job duties. This could include pregnancy leaves and workers' compensation leaves.

The request for the leave must be in writing and should be presented to the [appropriate contact person] at least 30 days in advance of the requesting departure date when practicable. If requesting the leave for health reasons, employees must provide medical certification of the need for the leave and the probable duration of the leave. The request for leave should specify that it is a request for leave of absence. The Township will require a medical certification from a licensed physician allowing the employee to return to work if the employee has been off work for more than three (3) days due to their own serious medical condition. Employees are expected to communicate with their immediate supervisor throughout the duration of the leave. The Township may require the employee to obtain a second medical opinion at the employer's expense. If there is a disagreement between the two health care providers, a third opinion, from a health care provider agreed upon by both parties will be final and binding and will be paid for equally by the employee and the Township.

If an employee requires longer than the 12 weeks of leave, the employee may request an additional 30-90 calendar days of leave to [appropriate contact person]. The Township at its discretion may grant additional time. If granted additional time beyond 12 weeks, an employee will not be covered under the group health coverage. If the employee desires to continue their coverage, he/she must apply for limited-duration continuation of health benefits for workers and their families who lose their group health plan benefits provided by the federal Consolidated Omnibus Budget Reconciliation Act ("COBRA").

The Township will continue group health coverage if an employee is covered under the Township's medical insurance at the time of the leave. However, if the employee fails to return to work following the leave, the employee may be required to repay the insurance premiums paid by the Township on behalf of the employee during the leave. The employee will still be responsible for any required contribution to the premiums. If the employee fails to return to work on the approved return date, he/she will be considered to have voluntarily resigned. Employees will not continue to accumulate service time or benefits while on leave.

The leave will be unpaid except that you must exhaust any accumulated leave time as compensation. Leave of absence will run concurrently with all workers' compensation and long-term-disability leaves.

4.10 Retirement Plan

All full time employees and Board members are covered under the Howell Township Group Retirement Plan. Employees at least 18 years old or older may join immediately upon meeting the eligibility requirements. Further information concerning retirement eligibility, benefits, and beneficiary payment options are available from the Clerk.

The Township reserves the right to change the retirement plan, consistent with federal law.

4.11 Continuing Education

Howell Township's tuition reimbursement policy is to help employee's further skills in present positions or prepare for a different position with the Township. The Township will reimburse any full-time employee for tuition, registration, and books. To be eligible for reimbursement, the following criteria must be met:

- a) Prior approval for course work and costs must be obtained from the immediate supervisor and the Board.
- b) All course work must be related to a position at Howell Township.
- c) Denial of approval by the immediate supervisor may be appealed to the Human Resources Committee and its decision may be appealed, if necessary, to the Board.
- d) The employee shall agree that in the event the employee voluntarily leaves Township employment within two years of the completion of the course work, he/she shall reimburse the Township for all costs and authorize repayment through final payroll deductions.
- e) The employee shall agree that the program course work must not adversely affect job performance, must be taken on personal time, and outside of regularly scheduled work hours.
- f) The Township will reimburse the cost of registration, tuition, and books based upon successful completion of the course (i.e., with a passing grade of "C" or better).
- g) Upon successful completion, a transcript or report card indicating the grade, and receipts for tuition, registration, lodging and book expenses must be submitted to the Clerk's Office for reimbursement.
- h) None of the above shall apply to any courses/training mandated by the employer. All reasonable expenses will be paid by Howell Township.

4.12 Social Security Privacy Policy

Pursuant to Michigan state law, it is the Township's policy to protect the confidentiality of social security numbers. No person shall knowingly acquire, disclose, transfer, or unlawfully use the social security number of any employee or other individual unless in accordance with applicable state and federal law and the procedures and rules established by this policy.

4.13 Insurance Policy

Consistent with Michigan law, the Township may defend and/or provide insurance coverage for Township officers and employees who face civil claims or criminal prosecution as a result of actions performed by them while in the course of their employment and while acting within the scope of their authority.

5.0 CLASSIFICATION AND COMPENSATION

5.1 Job Descriptions

Job descriptions are maintained by the Clerk's Office. New or revised employee job descriptions must be approved by the Board based on the recommendation of the Human Resources Committee. Job descriptions are reviewed as needed by the Human Resources Committee for accuracy and completeness.

Each job description contains a descriptive job title, general summary of the responsibilities, and a list of typical duties. In approving job descriptions, the Human Resources Committee should consider the following factors:

- a) Input from immediate supervisors;
- b) Advice from outside agencies;
- c) Input from employees;
- d) Consistency with other Township job descriptions;
- e) Legal requirements (e.g., Assessor's Certificate Level II);
- f) Equal Employment Opportunity Guidelines requiring work related qualifications;
- g) Exempt or Non-exempt status.

If an employee's job duties have changed during the year, he/she may request the Human Resources Committee review the description to determine if a change is necessary. The Board with a recommendation from the Human Resources Committee will approve changes in the job description only if an employee's duties and responsibilities have changed significantly.

Employees must be mentally and physically capable to carry out the job duties of their position.

5.2 Compensation

The Board sets all salaries or wages.

The Township elected officials' salaries are established by the Board annually upon adoption of the fiscal year budget.

Wage increases are subject to annual review as part of the Township budget process. Adjustments may be based upon merit, the cost of living, labor market surveys, and the Township's budgetary constraints.

The Board, with a recommendation based on input from the Township Supervisor and the Human Resources Committee, shall determine the funds to be allocated for wage increases on a fiscal year basis, and how those funds should be apportioned between cost of living and merit increases. Merit increases shall be determined under a merit system based on the recommendations of [REDACTED] and the funds budgeted.

5.3 Payroll Procedures

The pay period is two weeks, beginning on Monday, and ending on Sunday. Pay stub copies shall be distributed to the employees on the Thursday following the end of the pay period, payable on Friday.

Employees are required to have their pay deposited directly into an account at a financial institution of their choice. Maximum changes with direct deposit are two (2) per year.

Payroll income tax deductions are made as required by federal or state governmental units. Deductions can also be made by the employees with written authorization for employee deferred compensation programs, employee share of insurance premiums and basic flex withholding.

6.0 SELECTION

6.1 Size of the Work Force

The Board is responsible for the creation of all positions consistent with needs and budgetary limitations. The Board will approve any workforce reductions.

6.2 Immigration Control and Reform Act

The Township is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Township within the past one year, or if their previous I-9 is no longer retained or valid.

7.0 CODE OF CONDUCT

Employees of Howell Township work and provide services for the public. It is extremely important that they conduct themselves at all times in a manner that will reflect credit upon themselves and the Township, provide for the protection and well being of all Township employees and the general public, and ensure an orderly, efficient and productive workplace. The following Code of Conduct is provided so that you will know what is expected of you. Before an employee receives a disciplinary suspension or is discharged, the employee will be given written or oral notice of the basis for the proposed disciplinary action, and an opportunity to present his or her position. The Township may place an employee on an immediate or investigatory suspension, with or without pay, pending a final determination. This action is not a disciplinary suspension unless it is subsequently stated as such. If the investigation does not result in disciplinary action, the employee will be returned to work and paid for all lost time. If an employee is disciplined, he/she may use the dispute resolution procedure described in this Manual.

Because each instance can differ, the Township retains the right to treat each occurrence on its individual merits and without creating a precedent for the treatment of any other case that may arise in the future.

No Code of Conduct could cover all possible acts of improper behavior; therefore, each employee must exercise good judgment for proper and mature behavior. Any employee who engages in any job related misconduct, although the conduct is not specifically named in the Code of Conduct, may be disciplined or discharged. At its discretion, the Township may administer discipline in a progressive manner, including a verbal reprimand (and with a supporting memorandum placed in the employee's personnel file), written reprimand, suspension with or without pay, and discharge. Because you are a public employee and occupy a special status in the work force, arrest or conviction for conduct occurring outside working hours, or any other off-duty involvement in inappropriate or unprofessional conduct or behavior which could reflect negatively on the Township or its reputation in the community, may result in suspension and/or disciplinary action.

Nothing in this section should be construed as in any way altering an employee's at-will status. Both the employee and the Township are free, at any time, with or without notice and with or without cause, to terminate the employment relationship.

The Code of Conduct and policies contained in the Manual are neither intended to conflict with, nor will they be applied to limit, an employee's rights under any federal and/or state employment and labor law, including the right to organize or to discuss terms and conditions of employment.

The following is a non-exhaustive list of actions which may result in immediate discharge:

- a) Violation of specific department work rules, policies or procedures, or the rules, policies and procedures set forth in this Manual.
- b) Stealing Township or another employee's property or the property of a vendor, citizen or other non-Township employee.
- c) Refusal to do an assigned job with respect to one's employment.
- d) Sleeping while on duty except as authorized by immediate supervisor.
- e) Excessive absenteeism or tardiness including late return from breaks and lunch period.
- f) Careless conduct or neglect of safety rules and procedures.

- g) Leaving work without permission from immediate supervisor.
- h) Fighting or gambling while on duty.
- i) Carrying weapons on duty without specific authorization from immediate supervisor.
- j) Negligent or careless use of Township equipment.
- k) Discourtesy to the public.
- l) Falsifying, and/or failing to accurately complete, employment records, employment information or other Township records.
- m) Using abusive language towards another employee, or towards citizens, vendors and other non-Township employees.
- n) Conviction of a felony.
- o) Rude or inappropriate behavior to or harassment of employees, supervisors or citizens, vendors or other third parties.
- p) Instigating, aiding or participating in any strike, work stoppage or work slowdown.

8.0 EMPLOYEE GUIDELINES

8.1 Political Activities

Employees may not use their Township position for any political purpose. Employees are also prohibited from political advocacy during working hours to include wearing political buttons, soliciting political contributions, displaying political messaging, or distributing political materials or petitions.

8.2 Outside Employment

Employees may accept employment or engage in business activities, in addition to their work with the Township provided:

- a) Such employment or business does not constitute a conflict of interest with the employee's duties, and does not interfere with the employee's job with the Township. Employees are specifically prevented from working or conducting business within the Township, when said employment or business is related to their Township duties and responsibilities, or when an employee is in a position to influence a decision that affects the employee or a member of the employee's family.
- b) Employees must discuss any possible outside employment that may be a conflict of interest with their immediate supervisor.

8.3 Use of Township Equipment

When using Township equipment, employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines.

Employees are required to notify their supervisor if any equipment, machines or tools appear to be damaged, defective or in need of repair.

The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action, including discharge.

Employees are prohibited from using Township property for their personal use.

8.4 Workplace Monitoring and Searches

Workplace monitoring may be conducted by the Township to ensure quality control, employee safety, security, and citizen satisfaction.

Computers furnished to employees are the property of the Township. As such, computer usage and files may be monitored or accessed. In addition, all offices, desks and files are Township property and the Township reserves the right to inspect these as well.

The Township may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions regarding the employee. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

8.5 Computer, Internet and E-mail Use

Computers, computer hardware and software, Internet access and e-mail access (collectively referred to herein as "computer systems" or "network") may be provided to Township employees for the benefit of the Township. The following is a statement of the Township's policy with respect to access to, and use of, the Township's computer systems. The purpose of this Policy is to minimize the risks associated with computer, Internet and e-mail use without unduly limiting the potential benefits of such use.

Computer Hardware and Software

Computer workstations and related equipment may be provided to an employee in the Township's sole discretion for the purpose of conducting Township business: Any and all files, data or software applications installed or stored on Township equipment or on any removable media owned by the Township, is the property of the Township or licensed by the appropriate manufacturer for use by the Township and is subject to inspection or removal by the Township at its discretion for any reason. Personal software and/or data may not be installed or stored on Township computer equipment without express permission. Such personal software and data is stored at the employee's own risk, will be inspected by authorized Township personnel, and may be removed at the discretion of the Township for any reason.

Internet Access and Use

Internet access may be provided to an employee at the Township's discretion for the purpose of accessing information relevant to Township business. Internet access is not guaranteed and is not considered an essential aid in the performance of an employee's duties. The Township will provide such access through the Township network to an employee as a business privilege which is conditioned upon adherence to the Township's policies and rules regarding Internet access. Occasional personal use of the internet will be permitted if such use does not: (a) interfere with the Employee's job performance; (b) have an adverse impact on the computer systems' performance; or (c) violate any policies or provisions contained herein.

Viewing, downloading, copying, sending or processing inappropriate information, including without limitation, posting downloading or connecting to Internet sites which contain pornographic or other offensive material, or participation in criminal and other inappropriate activities, is strictly prohibited. Employees must follow all applicable laws, regulations and policies when accessing and using the Internet. Such laws and regulations include, without limitation, those governing copyright, defamation, privacy, publicity and the access or use of others' computer or communication systems. Such laws also include those relating to the advertising and promotion of Township services.

Employees shall refrain from illegally copying protected works, or making available copies of such works. Employees are responsible for observing copyright and licensing agreements that may apply when downloading files, documents and software. Employees must obtain approval from the Human Resources Committee before downloading any materials for which a registration fee is requested. Employees are prohibited from sending or posting messages that contain abusive or objectionable language, that defame or libel others, or that infringe the privacy rights of others.

Internet use will be monitored by the Township and such monitoring may be conducted at any time for any reason. The Township reserves the right to access and disclose the content of Internet communications, including e-mail, conducted through the Township's computer systems. All

employees acknowledge that they do not have any right to privacy in their use of the Internet and consent to access to, and disclosure of, his/her Internet use to authorized Township personnel.

E-mail Access and Use

E-mail access may be provided to an employee at the Township's discretion for the purpose of communication and exchange of information. E-mail access is not guaranteed and is not considered an essential aid in the performance of an employee's duties. The Township may provide such access through the Township network to an employee as a business privilege which is conditioned upon adherence to the Township's policies and rules regarding e-mail communications. E-mail is intended for the conduct of Township business, but occasional personal use is permitted as long as such use is not otherwise prohibited by this Policy and such use does not interfere with the productivity of the employee or others.

E-mail communications containing derogatory, defamatory, sexual, racist, ethnic, ageist, harassing, abusive or offensive remarks or images are strictly prohibited. In addition, email solicitations, including, but not limited to, solicitations for personal business, business unrelated to the Township, religious, political or other personal causes are strictly prohibited. Using the Township network to send mass e-mail communications is also expressly prohibited. Employees shall not subscribe to any e-mail mailing lists without the express permission of the Human Resources Committee.

Employees must follow all applicable laws, regulations and policies when accessing and using e-mail. Such laws and regulations include, without limitation, those governing copyright, defamation, privacy, publicity and the access or use of others' computer or communication systems. Such laws also include those relating to the advertising and promotion of Township services.

The Township reserves the right to review, audit, intercept, access and disclose the content of all e-mail communications created, received or sent over the Township network for any purpose, without regard to whether such communications are related to Township business or are personal in nature. No e-mail communication will be considered confidential or private, except where such confidentiality is for the benefit of the Township. By using the Township e-mail system, all employees consent to the monitoring by the Township of his or her e-mail communications, waive any right to privacy in e-mail communications and consent to access to, and disclosure of, e-mail communications to authorized Township personnel.

Violators Subject to Disciplinary Action

Any violation of this Policy by any employee may result in disciplinary action up to and including termination, and civil or criminal liability. The Township reserves the right to provide any information it has about your use of the Township's computer systems to law enforcement, administrative or regulatory agencies or other third parties.

8.6 Equal Employment Opportunity

Howell Township is an equal opportunity employer. It is the Township's policy that all decisions affecting employment are made without regard to an individual's race, color, religion, marital status, familial status, veteran status, age, sex, height, weight, national origin, disability or other protected classification under federal, state or local law.

An employee who has questions regarding this policy or believes that he or she has been discriminated against in violation of this policy should notify in writing the Township Supervisor or any other management representative with whom he or she feels comfortable. All such inquiries or complaints will be treated confidentially to the extent consistent with conducting an adequate investigation and taking appropriate corrective action.

8.7 Employees with Disabilities

Howell Township is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") as well as similar state and local laws. It is the Township's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without reasonable accommodation. Consistent with this policy, the Township will provide reasonable accommodations to a qualified individual with a disability, who has made the Township aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Township.

If you have a disability and believe that you need a reasonable accommodation to perform the essential functions of your job, you should submit such an accommodation in writing to the Human Resources Committee, within 182 days of the date you knew or reasonably should have known that you needed an accommodation. Failure to so notify the Township may preclude any claim that the Township failed to accommodate your disability. Upon receipt of an accommodation request, a member of management will meet with you to discuss and identify the limitations resulting from the disability and the potential accommodation that the Township might make to help you perform the essential functions of your position.

The Township will determine the feasibility of the requested accommodation considering various factors as required by law and a member of management will inform you of the Township's decision as soon as possible. In some situations, the specific request may not be granted but the Township may suggest alternative accommodations or may not provide an accommodation if such accommodation would constitute an undue hardship. The Township is under no obligation to provide personal use items to employees such as eyeglasses, hearing aids or wheelchairs.

An employee who has questions regarding this policy or believes that he or she has been discriminated against or not reasonably accommodated based on a disability or perceived disability should notify the Human Resources Committee. All such inquiries or complaints will be treated confidentially to the extent reasonably possible while still allowing for an appropriate investigation and/or employee discipline.

8.8 Anti-Harassment Policy

Howell Township is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including, but not limited to, harassment. Therefore, the Township expects that all relationships among persons in the workplace will be businesslike, professional and free of bias, prejudice and harassment.

The Township prohibits harassment of its employees based on any characteristic protected by federal, state or local law.

The Township specifically prohibits sexual harassment. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct or communication by an individual is a factor in decisions affecting such individual's employment; or (iii) such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance, has the purpose or effect of creating an intimidating, hostile or offensive working environment or otherwise adversely affects an individual's employment opportunities.

Sexual harassment includes a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic or classification is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, gender, pregnancy, age, national origin, disability, marital status, height, weight, sexual orientation, or any other characteristic protected by federal, state or local law, including characteristics of the individual's relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace.

Retaliation Is Prohibited

The Township also prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, including but not limited to immediate termination.

Reporting an Incident of Discrimination Harassment or Retaliation

The Township strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that is contrary to the Township's policy or who have concerns about such matters should file their complaints with the Human Resources Committee or any other management representative with whom he or she feels comfortable.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination, harassment or retaliation. Therefore, the Township strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to inappropriate conduct, or discrimination, harassment or retaliation from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Investigation

Any reported allegations of discrimination, harassment or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigation to the extent consistent with conducting an adequate investigation and taking appropriate corrective action.

8.9 Dress Code

Employees are expected to present a well-groomed appearance and dress appropriately and in a professional manner considering the nature of their position and the type of work performed.

At its discretion, the Township may allow employees to dress in a more casual fashion on a designated "casual day." On these occasions, employees still are expected to present a neat appearance.

Any employee who does not meet the standards of this policy will be required to change into appropriate clothing, which may include leaving the premises. Non-exempt employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy will also result in disciplinary action, up to and including discharge.

Employees should consult their immediate supervisor if they have a question about what constitutes appropriate clothing.

8.10 Drug/Alcohol Free Workplace

The Township is committed to being a drug-free, healthful, and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily.

Township employees may not use, manufacture, possess, distribute, dispense, sell, transfer, be under the influence of or have their ability affected by controlled substances during work hours and/or while on Township premises, in a Township vehicle or while conducting any business-related activity away from Township premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. We may also require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

Under the Drug-Free Workplace Act, you must notify the Township if you have a criminal conviction for drug-related activity that happened at work. You must make the report within five days of the conviction. Within 30 days of receiving notification that an employee has been convicted of violating any drug statute for a violation occurring in the workplace, the Township shall take appropriate personnel action against the convicted employee up to and including termination, and/or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Alcohol

While alcohol is a legal substance, it is recognized that the use of alcohol can have the same effect as drugs. It is for this reason that the Township will treat the misuse of alcohol as a drug under this policy and will deal with the misuse of alcohol in the same manner as it deals with the unauthorized use of controlled substances.

Employees are prohibited from working or reporting to work when their ability to work is affected by the consumption of alcohol.

No employee is to consume or possess open containers of alcoholic beverages during work hours and/or while on Township premises, in a Township vehicle or while conducting any business-related activity away from Township premises.

Testing

Employees may be required to submit to drug/alcohol testing when they have been injured at work or when they have been involved in a work-related accident, whether or not the employee has been injured and whether or not there has been property damage. The Township reserves the right to implement random drug testing or a more comprehensive drug and alcohol testing policy.

8.11 Credit Card Use

The Howell Township Supervisor is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Township's credit card policy. Howell Township credit cards may be used only by an officer or employee of the Township for the purchase of goods or services for the official business of the Township.

Township officers and employees who use a Township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Township Purchasing Agent.

8.12 Employee Parking

All employees working at the Township Hall building must park either in the far north section or the south/west section of the parking lot.

All parking spaces on the north/east side of the parking lot are reserved for resident and visitor parking only.

8.13 Smoking Policy

In accordance with Michigan state law, smoking is prohibited in all Howell Township buildings. It is Howell Township policy that smoking is prohibited within 10 feet of any entrance to Township owned buildings and in all Township owned vehicles.

9.0 SAFETY

It is the responsibility of each employee to:

- a) Report any unsafe condition or practice to their immediate supervisor immediately upon notice thereof.
- b) Exercise due care and good judgment in the performance of their job duties.
- c) Notify his/her supervisor, before the beginning of the workday, of any medication he/she is taking that may cause drowsiness or other side effects.
- d) Follow the safety rules as described below.

9.1 Vehicles

Employees shall comply with all Motor Vehicle Code laws, including but not limited to, driver's license requirements and seat belt laws, whether driving or riding in a personal vehicle while conducting Township business. Vehicles are to be operated in a safe manner with due regard to weather and road conditions.

The Township reserves the right to check an employee's driving record and may run a check at any time. Employees must immediately inform their supervisor if they receive a ticket or other violation affecting driving privileges. Failure to inform the Township of such violations could lead to suspension of driving privileges for the Township. If driving privileges are suspended, and the employee cannot perform the duties of his/her job, they will be subject to discharge.

Any employee involved in an accident, while driving a personal vehicle, while conducting Township business, must immediately call the police and notify their supervisor, as soon as possible thereafter.

9.2 Injuries

On the job injuries, even minor ones, must be immediately reported to the immediate supervisor by the injured employee and a copy of the Incident Report Form must be completed and forwarded to the Clerk's office.

9.3 Compliance

Employees not following safety guidelines will be subject to disciplinary action.

10.0 DISPUTE RESOLUTION PROCEDURE

10.1 Eligibility

All employees are eligible to use the dispute resolution procedure when they have a question regarding the administration or interpretation of Township personnel policies and procedures, or when they have a work-related complaint, including discipline or discharge.

10.2 Steps

An employee who has a question regarding the administration or interpretation of Township personnel policies and procedures or who has a work-related complaint, including discipline or discharge, should discuss the matter in question with his/her immediate supervisor within seven (7) calendar days of the event giving rise to the question or complaint, and attempt to settle the matter on an informal basis.

If the matter is not resolved to the satisfaction of the employee after discussing the matter with his/her immediate supervisor, the employee has the right to present the matter to the Human Resources Committee. The matter must be submitted in writing to the Human Resources Committee within fourteen (14) calendar days of the date the employee discussed the matter with his/her immediate supervisor and contain the following information: (1) date of action complained of; (2) date conferred with his/her immediate supervisor; (3) the immediate supervisor's response; (4) a statement of the significant facts related to the matter; and (5) the requested relief.

Within fourteen (14) calendar days of receiving the matter, the Human Resources Committee will either respond in writing or schedule a hearing. In the event a hearing is held, the Human Resources Committee will respond in writing within seven (7) calendar days of the hearing, unless additional time is required by the Committee.

If the matter is not resolved to the satisfaction of the employee after review by the Human Resources Committee, the employee can request that the matter be reviewed by the Board.

11.0 TERMINATION

11.1 Resignation

An employee who resigns from Township employment should give at least two weeks written notice to his/her immediate Supervisor. The notice will be included in the employee's personnel file. The Township may accept the resignation or notice of retirement effective immediately and end the employment relationship without further notice, in which case the Township will pay out the remainder of the notice period.

11.2 Termination by Township

The Township Board determines if employment termination is warranted, informed by the Human Resources Committee and written recommendation of the immediate supervisor.

11.3 Final Paychecks

Upon discharge, the employee will be paid for wages accrued to the date of termination at the end of the next scheduled payroll. The final paycheck for retired employees or employees who have resigned will either be mailed to the address given at the exit interview or picked up by the employee at the Township Building on the next regularly scheduled payday, at the employee's option. Final paychecks will contain wages accrued to the effective date of termination, as well as pay-out of benefits in accordance with the Manual.

11.4 Personal Health Days Pay Out

An employee will be paid for unused personal health days upon separation of employment.

11.5 Vacation Time Pay-Out

An employee will be paid for unused vacation time upon separation of employment, assuming the employee has had completed the probation period with the Township. Employees will be paid at their rate of pay.

11.6 Compensatory Time Pay-Out

An employee will be paid for all unused accrued compensatory time upon separation of employment.

12.0 TRAVEL POLICY

12.1 Mileage

All employees having Township business requiring the use of a vehicle may use his/her own vehicle and he/she will be reimbursed at a rate equal to the deductible mileage rate allowed by the Internal Revenue Service. Travel must be documented on an expense reimbursement request form, approved by an immediate supervisor or Department Head and submitted to the Accounting department.

IRS requires that mileage be paid on the shorter distance between home or work. For example, an employee traveling from home in South Lyon to training in Lansing would be reimbursed for mileage for the shorter distance of Howell to Lansing.

12.2 Travel Expenditures

Employees will be reimbursed for reasonable expenses incurred for meals, lodging, and other travel related cost, based on location of travel, while on approved Township business. Employees must obtain receipts for lodging and document all expenses on the expense reimbursement request form.

When an employee, on travel status, shared a hotel or other lodging with other travelers, reimbursement to the traveler will be as follows:

- a) If hotel or other lodging is shared with one or more travelers who receive no travel reimbursement from the Township, reimbursement will be at the single occupancy rate of the hotel or motel, regardless of the number of persons and/or rooms occupied. The single occupancy rate should be noted on the receipt.
- b) If hotel or other lodging is shared by two or more Township employees, reimbursement will be a proportionate amount of the bill, based on the number of persons occupying the room. It is encouraged, where feasible, that travelers share the same room.

12.3 Expense Report

Expense reimbursement requests, available from the Clerk's department, must be completed and include the following information:

- a) Date and time of departure from Howell Township.
- b) Date and time of return to Howell Township.
- c) Purpose of the trip.
- d) Total distance traveled in miles if personal vehicle is used.
- e) Record of all meals, lodging, and other expenses incurred on the trip.
- f) Purchase of Alcoholic beverages will not be reimbursed by the Township.

Expense reimbursement requests shall be submitted to the Clerk within 30 business days following the completion of approved travel.

12.4 Payment for Travel Expenses

Employees will be issued a separate check to cover the travel expenses incurred. Reimbursement will be made after the expense reimbursement request is submitted to the Clerk and approved by the traveler's immediate supervisor.



ACKNOWLEDGEMENT OF RECEIPT

I have received my copy of the Township's Personnel Policies and Procedure Manual. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Manual.

I understand that except for employment **at-will** status, any and all policies or practices can be changed at any time by the Township. The Township reserves the right to change my hours, wages and working conditions at any time. No one except the Township Board of Trustees can enter into an employment relationship or agreement that is contrary to at-will employment. To be enforceable, such relationship or agreement must be in writing and approved at a duly held Township Board meeting, as reflected in meeting minutes.

I understand and agree that nothing in the Manual creates or is intended to create a promise or representation of continued employment and that employment at the Township is employment **at-will**, that may be terminated at the will of either the Township or myself, with or without cause and with or without notice.

My signature below certifies that I understand that my **at-will** status is the sole and entire agreement between the Township and myself concerning the duration of my employment and the circumstances under which my employment may be terminated.

Employee's Signature: _____

Date: _____

Print Name: _____

AGENDA ITEM

8C

December 22, 2021

DRAFT

Mr. Joe Daus
 Howell Township
 3525 Byron Road
 Howell, MI 48855

Re: Oak Grove Rd Multi Use Pathway Feasibility Study

Dear Mr. Daus:

Howell Township has authorized Tetra Tech to conduct a feasibility study for a non-motorized facility along Oak Grove Road from north of M-59 to Barron Road. The following recommendations are based on current standards, field visit, and experience with similar projects.

The recommendation for a non-motorized facility along Oak Grove Road is a shared use path. The proposed shared use path will connect to the existing sidewalk located north of M-59 and will continue north to Barron Road on the west side of Oak Grove Road. The total length of the proposed shared use path is 2.0 miles. A shared use path standard width is 10 feet with a 2-foot graded area adjacent to both sides of the path. Currently Oak Grove Road is a two-lane roadway with existing gravel shoulders. The minimum separation distance between the future shared use path and the adjacent roadway is 5 feet (AASHTO – “Guide for the Development of Bicycle Facilities”, 2012, Fourth Edition). Based on existing traffic counts (8,600 (AADT) north of Fisher Rd and 9,500 (AADT) between Fisher Rd and M-59) Oak Grove Road would require 8-foot paved shoulders in any future road improvements to meet current standards per the Michigan Road Design Manual, Appendix 3A-2. With the consideration of future 8-foot paved shoulders the recommended proposed separation from the current existing edge of road pavement to the edge of the path is 15 feet as shown on the proposed typical section (Appendix A).

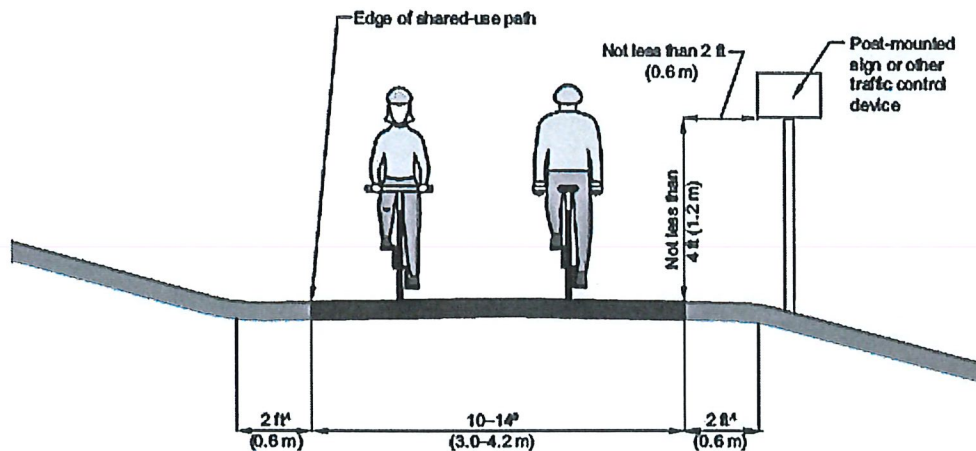


Figure 1: Typical Cross Section of Two Way, Shared Use Path (AASHTO)

The assumed existing right of way on Oak Grove Road is 66 feet. Based on the required separation discussed above between the existing road and the proposed path, proposed right of way will be required for the entire length of the proposed path. As shown in the proposed typical section and plan sheets in Appendix A, it is anticipated that a minimum of 6 feet of additional right of way will be required in addition to 10 to 20 feet of temporary grading easements. In areas where proposed ditch and culverts are needed, proposed right of way will vary from 15 to 20 feet, as shown on the conceptual plan sheets. Based on the Livingston County GIS Parcel Viewer it is anticipated that a total of approximately 43 parcels would be impacted. Proposed and temporary easements per parcel are identified in Appendix C. The residents can expect that mailboxes and existing landscaping rocks and other objects will require relocation.

During the field visit it was identified that multiple existing utilities are present within the proposed path construction limits. Sanitary sewer manholes were identified and will require adjustments to meet proposed grades. Additionally, water main, gas, and fiber were also identified in the field. Existing fire hydrants may require relocation and adjustment. Other existing utilities may also be present.

For discussion purposes the path was split up into segments as shown below. Each segment addresses specific existing features and challenges with the proposed shared use path construction.

M-59 to Henderson Rd (Plan Sheet 1 and 2):

The proposed shared use path (10-foot width) will connect to the existing sidewalk (6-foot width) located north of the developments north of M-59 and will continue north to Barron Rd on the west side of Oak Grove Road. Near Sta 103+50 an existing utility pole (approximately 17-foot offset from existing edge of pavement) is present and will require relocation since it would be in the center of the proposed path. Current, ongoing construction of new developments will introduce additional driveways that the proposed path will cross. Tree removal and clearing will be necessary from Sta 113+50 to Sta 116+50.

Henderson Rd to Karen Dr (Plan Sheet 3 and 4):

The existing topography shows that there is a high point near Sta 128+00 (north of Henderson Rd) and a significant low point north of Karen Dr. Existing USGIS information shows about a 14-foot difference in elevation north of Henderson Rd to the low point north of Karen Dr. Based on this information existing culverts will be removed, and a proposed ditch and proposed culverts are proposed to facilitate drainage towards the low point north of Karen Dr. Proposed culverts will also minimize ponding behind the path and between driveways. Due to the proposed ditch in this segment a 15-foot-wide proposed right of way line is shown in addition to a 6-foot consent to grade between Henderson Rd and Karen Dr. Two (2) existing utility poles are located near the Oak Grove Rd and Karen Dr intersection and will require relocation.

Karen Dr to Olde Franklin Rd (Plan Sheet 4, 5, 6 and 7):

The proposed path will fit well with the existing topography north of Karen Rd to south of Olde Franklin Rd. As noted on plan sheets there will be tree removal and clearing near Sta 174+00. An existing pond is present on the east side of Oak Grove Rd near Sta 172+00 to 174+00. There is likely a culvert under Oak Grove out letting to this pond. The low area on the west side of Oak Grove (Sta 172+00 to Sta 174+00) will require a 20' consent to grade and 1:3 proposed blending to the existing grades. Another low area is present near Sta 182+00 that will also require a 20' consent to grade and tree removals as shown on the plan sheet.

Olde Franklin Rd to Barron Rd (Plan Sheet 7 and 8):

The existing drainage is flowing north from Olde Franklin to Barron Rd. Existing culverts will be removed and a proposed ditch and culverts will be needed behind the path as shown on plan sheets. Utilities within this segment such as gas and sanitary are present and relocation may be required. A proposed 16-foot right of way is shown and a 5-foot consent to grade will be required.

Total Project Cost and Conclusion:

Total Project Cost (North of M-59 to Barron Rd) is \$1,449,000. The detailed cost opinion is presented in Appendix B. The future anticipated roadway 8-foot paved shoulders are not included as part of the estimate. Compensation for ROW acquisition and costs for existing utility relocation are also not included in the estimate.

Sincerely,

DRAFT

Ana Bickley, P.E.
Project Engineer

Attachments: Appendix A – Typical Cross Section and Conceptual Plan Sheets 1 through 8
Appendix B – Opinion of Probable Project Cost
Appendix C – Permanent and Temporary Easements

APPENDIX A

**TYPICAL CROSS SECTION AND
CONCEPTUAL PLAN SHEETS 1 THROUGH 8**



M-59

M-59

OAK GROVE RD

N MICHIGAN AVE

FINAL ROW PLAN REVISIONS		SUBMITTAL DATE:		DATE: 12-20-21		CS:		OAK GROVE RD SHARED USE PATH		DRAWING SHEET	
NO.	DATE	AUTH.	DESCRIPTION	NO.	DATE	AUTH.	DESCRIPTION	DATE	DESIGN UNIT:	JN:	SECT
											1





OLDE FRANKLIN RD



GROVE MEADOWS BLVD

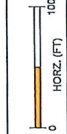
OAK GROVE RD

OAK GROVE RD

FINAL ROW PLAN REVISIONS		SUBMITTAL DATE:		OAK GROVE RD SHARED USE PATH		DRAWING SHEET	
NO.	DATE	DESCRIPTION	NO.	DATE	DESCRIPTION	NO.	SECT
							7

DATE: 10-20-21
DESIGN UNIT:
TSC:

CS:
JN:
FILE:



APPENDIX B

OPINION OF PROBABLE PROJECT COST

DRAFT OPINION OF PROBABLE PROJECT COST

TETRA TECH

401 South Washington Square, Suite 100, Lansing, MI 48933

Telephone: (517) 316-3930 FAX: (517) 484-8140

PROJECT: Oak Grove Rd Shared Use Path

DATE: 10/20/2021

LOCATION: Howell, MI

PROJECT NO. 200-214200-19001

BASIS FOR ESTIMATE: CONCEPTUAL PRELIMINARY FINAL

ESTIMATOR: A. Bickley

WORK: Approx. 9,950 ft of shared use path

CHECKED BY: G. Markstrom

Proposed Shared Use Path from north of M-59 to Barron Rd. Cost includes drainage, driveways, signing for path.

ITEM NO.	DESCRIPTION	QUANT.	UNIT	UNIT AMOUNT	TOTAL AMOUNT
	General				
1	Mobilization	1	LS	-	\$ 100,000.00
2	Traffic Control	1	LS	-	\$ 70,000.00
	Site Work				
2010001	Clearing	1.00	ACRE	\$ 10,000.00	\$ 10,000.00
2020002	Tree, Rem, 19 inch to 36 inch	10	EA	\$ 1,000.00	\$ 10,000.00
2020003	Tree, Rem, 37 inch or Larger	5	EA	\$ 2,000.00	\$ 10,000.00
2020004	Tree, Rem, 6 inch to 18 inch	15	EA	\$ 225.00	\$ 3,375.00
2040050	Existing Driveway Pavement Removal	1,935	SY	\$ 10.00	\$ 19,350.00
2050010	Embankment, CIP	7,200	CY	\$ 9.00	\$ 64,800.00
2050016	Excavation, Earth	3,745	CY	\$ 9.00	\$ 33,705.00
2087051	Erosion Control	1	LS	\$ 15,000.00	\$ 15,000.00
3027021	Aggregate Base	5,465	TON	\$ 22.00	\$ 120,230.00
3027021	Subbase, CIP (Road Approaches)	300	CY	\$ 15.00	\$ 4,500.00
3070121	Shld, CI II	950	TON	\$ 20.00	\$ 19,000.00
4017051	Drainage	1	LS	\$ 85,000.00	\$ 85,000.00
5017031	HMA Approach (Driveways and Road Approaches)	1,185	TON	\$ 110.00	\$ 130,350.00
8060020	Shared use Path, HMA	2,630	SY	\$ 90.00	\$ 236,700.00
8070095	Post, Mailbox	40	EA	\$ 125.00	\$ 5,000.00
8107051	Signing	1	LS	\$ 10,000.00	\$ 10,000.00
8162001	Slope Restoration, Non-Freeway, Type A	17,215	SY	\$ 3.00	\$ 51,645.00
	Construction Subtotal (Rounded to Nearest Thousand)				\$ 999,000.00
	Construction Contingencies (30% Construction Cost)	1	LS		\$ 300,000.00
	Engineering Design and Construction (15% Construction Cost)	1	LS		\$ 150,000.00
	NOTES				
	1. Cost for Utility Relocation and Proposed ROW and Easement Acquisition is not included in above estimate.				
	TOTAL PROJECT COST				\$ 1,449,000.00

APPENDIX C

PERMANENT AND TEMPORARY EASEMENTS

TABLE 1. PERMANENT AND TEMPORARY EASEMENTS PER PARCEL

PARCEL NUMBER	PROPERTY ADDRESS	PERMANENT EASEMENT		TEMPORARY EASEMENT	
		WIDTH (FT)	LENGTH (FT)	WIDTH (FT)	LENGTH (FT)
4717-25-100-006	-	10	100	5	100
4706-25-100-012	1795 OAK GROVE RD	6	202	10	202
4706-25-100-028	-	6	249	10	249
4706-25-100-027	1907 OAK GROVE RD	6	257	10	257
4706-25-100-028	-	6	803	10	803
4706-25-100-003	51 HENDERSON	6	165	10	165
4706-24-301-048	-	6	99	10	99
4706-24-301-049	-	6	100	10	100
4706-24-301-045	2091 OAK GROVE RD	6	250	10	250
4706-24-301-045	2091 OAK GROVE RD	15	50	5	50
4706-24-301-023	2113 OAK GROVE RD	15	100	5	100
4706-24-301-024	2135 OAK GROVE RD	15	100	5	100
4706-24-301-025	2199 OAK GROVE RD	15	100	5	100
4706-24-301-026	2201 OAK GROVE RD	15	100	5	100
4706-24-301-027	2205 OAK GROVE RD	15	100	5	100
4706-24-301-028	2227 OAK GROVE RD	15	100	5	100
4706-24-301-029	2249 OAK GROVE RD	15	100	5	100
4706-24-301-031	2271 OAK GROVE RD	15	100	5	100
4706-24-301-032	2289 OAK GROVE RD	15	107	5	107
4706-24-301-043	2323 OAK GROVE RD	15	108	5	108
4706-24-301-046	2403 OAK GROVE RD	15	108	5	108
4706-24-301-037	2425 OAK GROVE RD	15	107	5	107
4706-24-301-038	2465 OAK GROVE RD	15	105	5	105
4706-24-301-040	2505 OAK GROVE RD	15	110	5	110
4706-24-301-044	2525 OAK GROVE RD	15	412	5	412
4706-24-300-033	2575 OAK GROVE RD	6	264	10	264
4706-24-100-004	2615 OAK GROVE RD	6	210	10	210
4706-23-200-026	2715 OAK GROVE RD	6	1823	10	1823
4706-23-200-024	3025 OAK GROVE RD	6	572	10	572
4706-23-200-024	3025 OAK GROVE RD	6	250	20	250
4706-14-400-030	3079 OAK GROVE RD	6	200	10	200
4706-14-400-031	3107 OAK GROVE RD	6	189	10	189
4706-14-400-032	-	6	104	10	104
4706-14-400-013	49 OLDE FRANKLIN DR	6	454	10	454
4706-14-400-013	49 OLDE FRANKLIN DR	6	300	20	300
4706-14-400-012	-	20	414	5	414
4706-14-401-001	3305 OAK GROVE RD	20	150	5	150
4706-14-401-002	3333 OAK GROVE RD	20	167	5	167
4706-14-401-004	3365 OAK GROVE RD	20	167	5	167
4706-14-401-005	3387 OAK GROVE RD	20	150	5	150
4706-14-401-006	3409 OAK GROVE RD	20	150	5	150
4706-14-401-007	3431 OAK GROVE RD	20	150	5	150
4706-14-401-008	3485 OAK GROVE RD	6	284	20	284

**HOWELL TOWNSHIP
LIVINGSTON COUNTY
STATE OF MICHIGAN**

Ordinance No. 283
Pathway Regulation Ordinance

At a meeting of the Township Board of Howell Township, Livingston County, Michigan, held at the Howell Township Hall, 3525 Byron Road, Howell, MI 48855 on September 9, 2019, at 6:30 p.m., Township Board Member Hohenstein moved to introduce the following Ordinance for adoption, which motion was seconded by Township Board Member Rudnicki:

AN ORDINANCE REGULATING THE DEVELOPMENT, CONSTRUCTION, MAINTENANCE, AND SIGNAGE OF PATHWAYS; AUTHORIZING THE ISSUANCE OF PERMITS AND THE COLLECTING OF FEES FOR THE CONSTRUCTION OF PATHWAYS; AND PROVIDING PENALTIES FOR THE VIOLATION OF ITS PROVISIONS.

THE TOWNSHIP OF HOWELL, LIVINGSTON COUNTY, MICHIGAN, ORDAINS:

Section 1 - Title

This Ordinance shall be known and may be cited as the Howell Township "Pathway Regulation Ordinance", and it shall be deemed sufficient in any action for the enforcement of the provisions hereof to define the same by such short title and by reference to the number hereof.

Section 2 - Purpose

The purpose of this Ordinance shall be:

1. To further secure and protect the general welfare and safety of the citizens and other persons within Howell Township.
2. To regulate the development and construction of Pathways within Howell Township.
3. To provide for the maintenance of those Pathways.
4. To provide for the installation and maintenance of signage along Township Pathways.
5. To authorize the issuance of permits for construction of Pathways.
6. To authorize the collection of fees for the construction of Pathways.
7. To provide for penalties upon the violation of these provisions.

Section 3 - Definitions

The following words and phrases, when used in this Ordinance, shall have the meanings respectively ascribed to them in this section:

Board - The Board of Trustees of Howell Township.

Commission or Planning Commission - The Planning Commission of Howell Township.

Committee - The Parks and Recreation Committee of Howell Township.

Condition of Disrepair - Having any one or more of the following characteristics; provided, however, that the existence of any one or more of these characteristics shall not create a presumption or other indication that such characteristics were the cause of any injury or damage which may occur:

1. **Hole** - Place where the surface is missing;
2. **Gap** - Separation of material proportion on the surface of the Pathway itself or between the Pathway and the adjacent surface;
3. **Rise or Drop** - Abrupt change in grade where one surface vertically separates from an adjacent surface;
4. **Tilt** - Incline where the Pathway surface has rotated and is no longer oriented in gradient or cross slope;
5. **Swell or Depression** - Place where the surface undulates due to uplift or subsidence of underlying materials.

Developer - An owner who is causing property to be developed, except for an owner who is constructing or causing to be constructed a single-family dwelling on a lot in a single-family residential district, but including an owner who is installing a private road on property or developing property as a subdivision, site condominium, condominium, site plan, or planned unit development.

Existing Fixed Object - An object that cannot be easily moved without the assistance of mechanical tools and/or without causing destruction to the property to which it is attached, including, but not limited to, buildings, driveways, utility poles, utility boxes and fences.

Owner - A person, firm, association, partnership, corporation or other legal entity or combination of them which may hold any ownership interest in property whether recorded or not.

Person - A natural person, firm, association, partnership, corporation or other legal entity.

Road, Public - A road accepted by dedication or otherwise by the Livingston County Road Commission.

Pathway Plan - The recommended and approved plan showing all planned Pathways, existing or future, that has been made part of the Township's adopted Non-motorized Plan.

Pathway - a constructed surface located in a public right-of-way, but separate from any improved portion of a roadway or highway, dedicated primarily for use by pedestrians and persons operating non-motorized vehicles. Further, a Pathway shall mean a certain type of non-motorized path constructed for the benefit of the general public in the Township, as shown on Township's adopted Non-motorized Plan

Street Lots - One or more lots which are not part of a formally created subdivision, but which are part of a neighborhood where a sidewalk has been constructed to serve the lots within such neighborhood.

Subdivision - The lots, units, and other areas which are part of a development platted under the Michigan Land Division Act (or predecessor Act) or created under the Condominium Act.

Vegetation - Trees, shrubs, bushes, flowers, weeds, or any other type of plant growth.

Terms not expressly defined above shall have their customary dictionary meanings, taking into consideration the context and intent of this Ordinance.

Section 4 – Pathways

The following sections shall govern the development, construction and maintenance of Pathways throughout the Township.

Section 5 – Pathway Development

The Planning Commission, as part of its annual preparation and review of capital improvements of public structures and improvements for the Township and in conjunction with the Parks and Recreation Committee, shall evaluate, update, and present any proposed changes to the Township's Non-motorized Plan. This plan shall be reviewed by the public at a public hearing held by the Planning Commission. Such plan shall be adopted by the Township Board after recommendation by the Planning Commission as part of the Township's Non-motorized Plan.

This plan shall guide development of a system of planned Pathways in the Township.

Section 6– Pathway Plan Implementation / Developer's Responsibilities

- A. All developers of property fronting on a public roadway (other than an internal street of a subdivision or condominium association regulated by the Sidewalk Regulation Ordinance) that has been designated for Pathway installation on the Township's Non-motorized Plan shall install such a path when they develop their property, in accordance with the standards outlined in this Ordinance.
- B. If the Planning Commission determines that the planned pathway along the frontage of the developer's property is not a high priority at the time of development, based on the Non-motorized Plan, the developer may be allowed to make a deposit into the Townships Pathway Fund to be used for future construction of the pathway system. Such deposits shall be a sum of money equivalent to 125% of the cost of construction of the path, including permit, engineering, and inspection fees. Except as otherwise provided below, the actual cost of construction, including fees, shall be determined by the Township Engineer, and shall be based on current cost in the industry for similar types of path construction. Space for such pathway in the form of road right-of-way or easement shall be provided to the Township for later construction.
- C. Unless the Township Board has allowed a developer to make a deposit in the Township Pathway Fund in lieu of constructing a pathway under Subsection 2(B), construction of the Pathway shall be completed for each phase (if applicable) prior to the issuance of a final Certificate of Occupancy for any building or structure located on the parcel or adjacent to which the Pathway is to be located. The developer shall be responsible for securing all necessary permits, paying all necessary fees, and obtaining necessary inspections from Howell Township, the Livingston County Road Commission, the Livingston County Drain Commissioner, for soil erosion, and/or the Michigan Department of Transportation or other agency having jurisdiction over a portion of the project.
- D. In order to ensure completion of the path, the developer shall provide to the Township a cash bond or an automatically renewing irrevocable letter of credit in the amount of the estimated cost of the Pathway plus twenty-five percent (25%) to guarantee the completion of such path. The cost estimate shall be approved by the Township Engineer. Said completion guarantee, to be posted by the developer under this subsection, shall be in separate from the performance guarantee required under Subsection 2(F), unless covered by a performance guarantee required under the Township's Zoning Ordinance or any other ordinance of the Township. The completion guarantee shall be returned to the developer upon completion of the Pathway and approval by the Township Engineer and Zoning Administrator.
- E. Anyone constructing a Pathway in Howell Township shall first obtain a permit from the Township, using forms provided by the Township Clerk's office. A Township review escrow shall be established in accordance with the Schedule of Fees & Escrow

Charges, for applicable portions of site plan review and inspection, and shall be deposited with the Township, along with plan submittal.

- F. In addition to the above construction, permit, and inspection fees, upon completion and approval of the pathway, the developer shall place, with the Township, a cash performance guarantee, or an automatically renewing irrevocable letter of credit, in the amount of twenty-five percent (25%) of the estimated cost of the Pathway construction, as agreed upon by the Township Engineer and the developer, to be placed in the Township's Pathway Fund and to be held for two (2) years, following the final inspection of such path by the Township Engineer. At the expiration of the two (2) year period, the guarantee will be reimbursed to the developer, provided that no damage has been done to the Pathway by construction activities and that the path has been maintained per Section 4 of this ordinance in essentially the same condition as it was at the time of final inspection by the Township Engineer.

Section 7 - Pathway Construction Standards

Pathways shall be constructed according to the following standards and specifications:

- A. All construction shall comply with the requirements of the Township's Engineering Design Standards as well as the requirements of the Livingston County Road Commission where it is feasible and practicable.
- B. Where unique and peculiar circumstances are present, such as extreme topography, dense mature trees and/or wetlands, and/or existing fixed objects, the Planning Commission, as a part of the site plan review process, shall be authorized to vary the location of Pathway construction so as to minimize or avoid a safety hazard and/or adverse impact upon natural features.
- C. In general, Pathways shall be constructed within the road right-of-way, a minimum of one (1) foot off the property line, and two (2) feet from *any* existing fixed object. Where possible, a pathway shall be separated from the roadway by a minimum of five (5) feet. Notwithstanding the foregoing requirement, if site conditions (such as physical obstructions, natural features, etc.) prohibit use of the public road right-of-way, Pathways required pursuant to this Ordinance may be constructed within easements on private property that have been granted by the owner. If private easements are needed, such private easements shall be fully executed, recorded at the Livingston County Register of Deeds, and a recorded copy provided to the Township prior to construction commencing.

Section 8 - Pathway Maintenance

- A. The developer or successor of any section of approved Howell Township Pathway shall be responsible for the maintenance of such path for a period of two (2) years, commencing on the date of the path's final inspection by the Township Engineer. Upon the expiration of two (2) years and approval from the Township Engineer as to the

acceptable condition of such path, the Township, shall take over the maintenance of such path and the developer's responsibility shall end.

- B. Owners of developed property abutting the pathway shall keep vegetation trimmed so that no portion of said vegetation extends over or within two (2) feet (horizontally) of the Pathway unless such vegetation is a minimum of eight and one-half (8.5) feet above the Pathway.
- C. Owners of developed property shall keep the portion of the Pathway that runs adjacent to their property free and clear of all debris, litter, leaves or branches, machinery, vehicles, equipment junk, and other items which may obstruct the use of the Pathway.
- D. Any person who negligently, intentionally, or maliciously causes damage to the Pathway shall be responsible for either one of the following:
 - 1. Repair and/or replacement of the affected portion of the Pathway, or
 - 2. The cost of repair to the Pathway.

The Township will provide notice to the property owner of the condition of disrepair, and the notice shall provide that the property owner may contest the condition of disrepair at a hearing before the Board. In the event a hearing is not requested by the property owner, the property owner shall apply for a construction permit within five (5) business days of receipt of the notice. Should the responsible person choose to repair and/or replace the Pathway, said repair shall be made to the standards in Section 7, within ninety (90) days, weather conditions permitting, following issuance of a Township construction permit.

If the responsible person opts to pay the cost of repair, notice of the actual cost of such repair shall be sent to the responsible person by the Township Clerk, with a demand for payment. If said person fails to pay such costs within thirty (30) days after notice, the Township Board may authorize civil action to collect such costs.

Upon repair and/or replacement of the damaged Pathway, the responsible person shall maintain the applicable section of Pathway for a period of two (2) years. This requirement maybe waived in situations where a minor section of the Pathway has been repaired and/or replaced upon petition to the Township Board.

- E. The Township shall establish a Pathway Maintenance Fund. This fund shall receive a portion of revenue generated by the Pathway millage each year, should one be adopted, as designated by the Township Board. These monies shall be used exclusively for Pathway maintenance, construction and improvement purposes.

- F. Non-motorized pathways are intended for general public use during times when accumulations of snow and/or ice are not on the Pathways. The Township may, but is not obligated to, provide limited winter maintenance on pathways within the Township.

Section 9 -Pathway Signage

The Parks and Recreation Committee may develop, in conjunction with the Non-motorized Plan, a plan for signage along each section of pathway as it is proposed for construction. The Committee may require signs with the public right-of-way or applicable Pathway easement under the following circumstances and for the following reasons:

- A. As part of a developer's responsibility in constructing the path as approved by the Township Engineer.
- B. As part of the Township's responsibility when the Township assumes the maintenance of any portion of each path
- C. To prohibit all motorized vehicles from using the path, excepting:
 - 1. Vehicles for the physically disabled designed for use by one individual at a time.
 - 2. Light duty maintenance vehicles authorized by the Township.
 - 3. Emergency Vehicles.
- D. To alert pathway traffic to hidden driveways or similar hazards.
- E. To include pavement markings where appropriate to provide advanced warning of approaching intersections.
- F. To alert approaching motorists to the presence of the pathway.
- G. To indicate limited winter maintenance.

The standards for signs including, but not limited to, sign size, material, location in relation to the pathway as well as the roadway, height and method of installation shall be in accordance with established Livingston County Road Commission sign standards.

Section 10 – Permitted Uses of Pathways

Pathways within the Township shall be used for non-motorized transportation. To this end, all motorized transportation shall be prohibited, with the exception of devices for personal mobility assistance, including motorized chairs or similar devices. In addition, equestrian use of such pathways shall be prohibited.

Section 11 - Prohibition of Obstruction of Pathways

- A. No person shall obstruct or cause or permit the obstruction of any Pathway in the Township by the placement on such Pathway of any object, debris or material of any kind or nature, or by suspending any sign, object or material within eight and one-half (8.5) feet above a Pathway. This provision is not intended to create an obligation to modify natural accumulations of snow or ice.
- B. Subsection A shall not apply in circumstances in which a person is temporarily loading or unloading a vehicle adjacent to the property, if such person has, if reasonably required, secured a device reasonably calculated to warn users of the Pathway of the obstruction so as to avoid injury and/or damage.

Section 12 - Severability

This Ordinance shall be deemed to be severable, and should any section, paragraph, or provision hereof be declared by the courts to be unconstitutional or invalid, such holdings shall not affect the validity of this Ordinance as whole or any part hereof, other than the part so declared to be unconstitutional or invalid.

Section 13 - Violation and Penalties

- A. Municipal Civil Infraction / Payment of Fine.

Any person, firm, or corporation violating a provision of this Ordinance, upon an admission or a finding of responsibility for such violation, shall be deemed responsible for a municipal civil infraction pursuant to Ordinance 132 of the Township's General Ordinances, and shall pay a civil fine as prescribed by ordinance or as determined by the district court, district court judge, or district court magistrate.

- B. Other Proceedings

The Township Board may institute injunction, or any other appropriate action, actions or proceedings to prevent, enjoin, or abate any violations of this Ordinance. The rights and remedies provided herein are cumulative and in addition to all other remedies provided by law.

Section 14 – Repeal

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

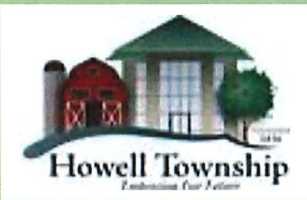
Section 15 - Effective Date

This Ordinance shall be published in a newspaper of general circulation in Howell Township qualified under State law to publish legal notices and shall become effective 30 days after publication, as provided by law.

(Ord. No 283 eff 10/22/2019)

AGENDA ITEM

8D



Howell Township Clean Up Day

Saturday, May 14, 2022 Howell Township is having their annual clean-up day. This is a service to Howell Township residents only (proof of residency is required). The clean-up is at the Livingston County Spencer Hardy Airport, please use the Tooley Road entrance. **Hours are 9:00am to Noon.** Large item drop off-all items must be able to be handled by 2 people.

Items Accepted:

Bar B Que Grills (No propane)
Car Batteries
Carpeting (Rolled in 3' sections & taped)
Furniture
Mattresses
Plastic (Outside Toys)
Refrigerators (no Freon)
Stoves
TV's
Toilets
Sinks
Washer/Dryers
Hot Water Heaters
Windows
Scrap Metal

Items Not Accepted:

Appliances with Freon
Burn Barrels
Propane Tanks
Fuel Tanks
Oil Drums
55 Gallon Drums
Commercial Trash
Construction Debris
Hazardous Materials
Household Garbage
Paint
Yard Waste
Computers and accessories



Car and Light Truck Tires: With or Without Rim 5 FREE. After the first 5 free tires:

- Passenger tires off the rim-\$2.00 each after first 5
- Passenger tires on the rim-\$3.00 each after first 5
- Semi tires off the rim-\$10.00 each (17.5"-24.5")
- Semi tires on the rim-\$12.00 each (17.5'-24.5")
- Skid steer tires off the rim-\$5.00 each
- Skid steer on the rim-\$8.00 each farm implement or OTR (oversized) tires-Will start at \$35.00 and go up depending on how large they are.



Call 517-546-2817 or visit <http://howelltownship.org>
for more information!

AGENDA ITEM

8E

Howell Township

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



January 5, 2022

Dear Township Board:

I am requesting you to consider removing Aaren Currie from the Board of Review and making him an alternate for the remainder of his term. To fill the vacant seat on the Board of Review, I am requesting that Carol Makushik be appointed. Carol will finish the remainder of this term ending 12/31/2022. Additionally I would like to appoint a second alternate to the Board of Review. Jonathan Dekoninck has agreed to fill the second alternate seat. This would allow him a chance to get both education and experience for possible future years on the board. These changes will assist us in finishing this Board of Review term. Everything will be reevaluated at the end of the 2022.

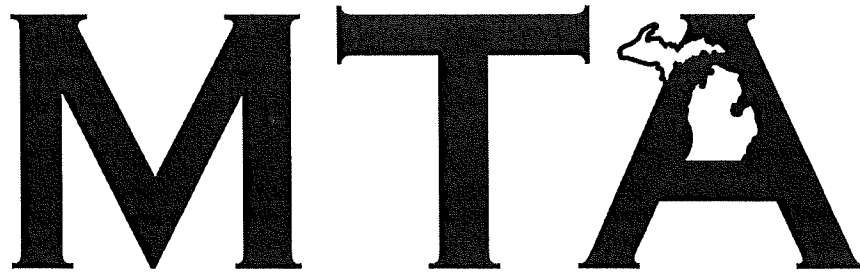
Sincerely,

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

Brent Kilpela
Howell Township Assessor

AGENDA ITEM

9C



MICHIGAN TOWNSHIPS ASSOCIATION

**LIVINGSTON COUNTY CHAPTER
MEETING**

MONDAY, JAN. 31, 2022

GENOA CHARTER TOWNSHIP

2911 Dorr Road, Brighton, MI 48116

Program Begins at 6:00 p.m.

Guest Speaker:

MTA President Pete Kleinman

Executive Director Neil Sheridan

We are currently in need of someone to volunteer to be the MTA Livingston Vice Chairman, if interested please contact one of the present officers:

Chairman Lance Schuhmacher.....trusteeschuhmacher@oceolatwp.org

Secretary Tammy Beal.....tammybeal@mariontownship.com

Treasurer Diana Lowe.....dianalee1963@gmail.com



December 17, 2021

Howell Township (Walking Path)
3030 West Grand River Road
Howell, Mi 48843
517-546-2817
clerk@howelltownshipmi.org

SUBJECT: 3 rail cedar split rail fence repairs

We are pleased to provide you with a quote for materials, labor, and supervision to install the following:

- To install (7) damaged cedar line posts
- To install (36) damaged or missing cedar 10' rails

Total \$2,987.00

**** Signed quote and half down payment to be placed on our schedule, balance of contract due within 7 days of completion, add 4% fee for credit card payments**

****Miss Dig will mark public utilities; all unmarked underground items are sole responsibility of owner if damage occurs**

Any alterations or deviation from above specs involving extra cost will be executed on upon written orders and will become an extra charge added to the estimate. All temporary fencing quotes are based on six-month rental unless otherwise specified. All agreements are contingent upon strikes, accidents, weather or delays beyond our control. Unknown underground obstructions causing delays may result in extra charges. Our workers are fully covered by Workman's Compensation Insurance. Material pricing is good for 30 days. **PROPOSAL IS GOOD FOR 30 DAYS.**

ACCEPTANCE OF PROPOSAL:

Signature: _____ Date: _____

Sincerely,

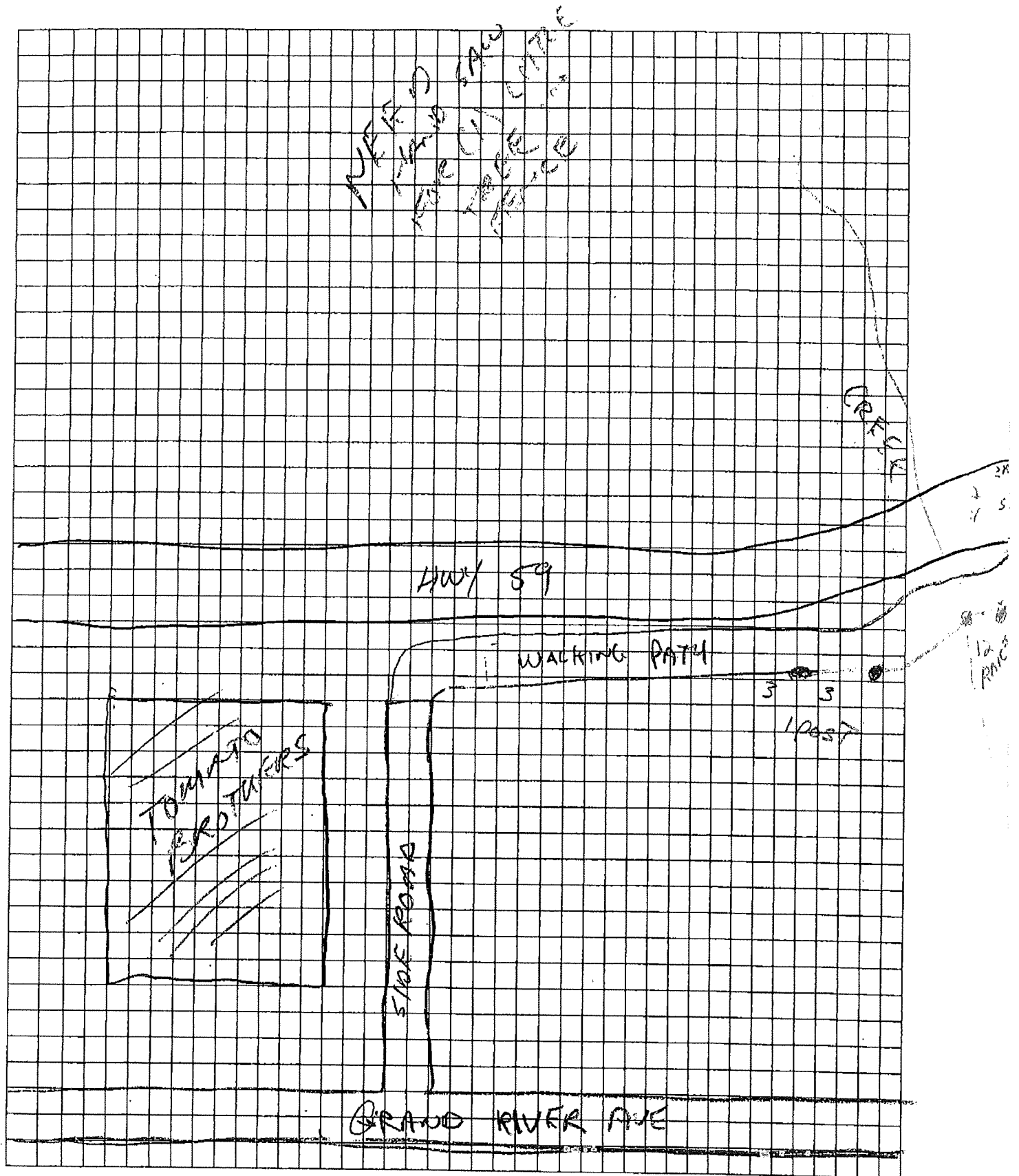
Barry Vavrina
Project Manager
Office: 269-964-1596
Mobile: 269-317-1466
Email: bvavrina@justicefence.com

****Located in Howell and Battle Creek, MI**



West Location and Billing: 1276 E. Columbia Ave., Battle Creek, MI 49014

3 PACE



Howell Township Clerk

From: John Partee <partee73@yahoo.com>
Sent: Thursday, December 9, 2021 9:16 PM
To: Howell Township Clerk
Subject: RE: Fence Quote

The following is a fence quote for Howell Township for the repair of a split cedar 3 rail fence along M-59 east of Tomato Brothers restaurant and West of Citizens Insurance HQ. The fence is in disarray, several sections are missing, some pieces have been removed and thrown down the ravine, and much of it is still intact but posts are loose in the ground and need to be reset in concrete and rails have come out of the posts. They need to be put back in and attached securely with Deck screws to make it more sturdy.

Will also put a 3 or 4 foot high welded wire backing along the whole length of the fence which will make it safer by filling in the gaps so small children won't be able to fall through them. It will be attached with U shaped electrician nails that will hold it firmly in place.

Total estimated cost to do all repairs including all materials is \$4,500. This is assuming no more materials end up going missing or being destroyed and can be reused. This quote is good until July, 2022.

Quote prepared by Handy Fence
6300 Mason Road,
Fowlerville, MI. 48836

Open metal fence materials, such as black aluminum pool fencing is not available at this time due to covid related supply chain issues so no quote can be made at this time.

Thank you for the chance to quote this project!

Sincerely,

John Partee

Sent from Yahoo Mail on Android

On Tue, Dec 7, 2021 at 10:54 AM, Howell Township Clerk <clerk@howelltownshipmi.org> wrote:

John,

Thank you for taking a look at the fencing. Yes we would need a formal quote for fixing it correctly where the fence is today with welded wire on back and one for maybe a metal open fence. I think we want to stay away from a privacy fence.

Jean Graham

Clerk Howell Township

clerk@howelltownshipmi.org

(517)546-2817 ext 106

From: John Partee [mailto:partee73@yahoo.com]
Sent: Monday, December 6, 2021 4:06 PM
To: Howell Township Clerk <clerk@howelltownshipmi.org>
Subject: Fence Quote

Hi Jane,

I went out to check out the fence there along the sidewalk. Just need to clarify a few things. The new fence would only go on either side of the bridge where the stream and drop off is where the existing fence is, right? The old fence isn't very old and my guess was right that the way it was put together had something to do with its demise. Split cedar rail fence...the design is just to slide the rails onto holes in the posts. This is usually fine for residential, but for public use it should have been beefed up with more concrete for the poles and long screws to hold the rails in place. It looks like it was sabotaged by passers by...some of the pieces were removed and tossed down the hill, and it also looks like several sections were removed altogether and maybe taken to use in someone's personal fence project somewhere else. Seems like about 75% of the materials are still there and in good enough condition to be reused. Many of the posts need to be reset...I don't even think they were installed properly with concrete when they were put in the first time. If you want it to be safer than before, we could also attach a welded wire fence to the front or back of the split rail so children wouldn't run the risk of falling through the sections and getting hurt, or worse.

Wouldn't be very expensive to fix up what's there and make it better. I would say around \$3,500-\$5,000 and it would be good to go and be able to stand up to some public abuse.

If you did a 6 foot privacy fence made out of pressure treated wood for the linear footage of what was originally there that would run \$10-\$12,000.

I did take plenty of photos when I was there that I have available to send you and I can also provide samples of what it would look like fixed up with welded wire backing, or what the privacy fence would look like if you decided to go that route. The privacy fence would block the view of the houses behind it, while helping block the noise from 59 for the residents living behind it. It would not be climbable like the current split rail fence, either, offering further protection.

Either way, I would be able to provide maintenance on both types for several years if I do the work on installing them.

Let me know what else I can provide for you.

Best Regards,

John Partee

Handy Fence and Deck

6300 Mason Road,

Fowlerville, Mi. 48843

517 215 5959

Sent from Yahoo Mail on Android

AGENDA ITEM

9D

Permit Category Totals 2021

01/04/2022

	Permit Fee	Number of Permits
ACCESSORY BUILDING	\$575.00	8
Addition/Remodel	\$400.00	3
ADDRESS ASSINGMENT	\$6,450.00	16
Attached/Detached Garage	\$375.00	5
COMMERCIAL BUILDING	\$1,000.00	4
DECK/PORCH/ACCESSORY	\$675.00	13
Detached Garage/Accessory Buildin	\$150.00	1
Fence	\$850.00	17
Grading	\$500.00	2
MHOG	\$1,120.00	5
MULTI-FAMILY	\$5,000.00	20
NEW SINGLE FAMILY	\$2,070.00	22
Other	\$475.00	3
OTHER - CLUB HOUSE	\$250.00	1

Pool	\$100.00	2
<hr/>		
SEWER	\$149,000.00	19
<hr/>		
Standard Sign	\$2,000.00	10
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Temp Sign	\$75.00	1
<hr/>		
Waiver	\$480.00	48
<hr/>		
WAIVER	\$620.00	10
<hr/>		
Water	\$149,000.00	18
<hr/>		
Grand Totals	\$321,165.00	228

Population: All Records

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

Residential Land Use

Permit #	Contractor	Job Address	Fee Total
P21-169	LANGFORD CHRISTOPHER AN	3080 OAK GROVE RD	\$50.00
Work Description: 4.575 KW ROOF MOUNT SOLAR SYSTEM.			
P21-167	LIVINGSTON COUNTY CMH A	3485 OAK GROVE RD	\$10.00
Work Description: REMODELING AND UPDATING INTERIOR AND REPAIR DECKS AND PORCHES AS NEEDED,			
P21-168	BLAIR JASON W	3121 BREWER	\$10.00
Work Description: RE-ROOF HOUSE.			
P21-165	NANTZ JOHN AND MELINDA	3628 WARNER	\$10.00
Work Description: INSTALLING A EGRESS WINDOW			
P21-171	KELLOGG GREGG AND SOMM	2212 BYRON	\$10.00
Work Description: TEAR OFF AND RE-ROOF H0OUSE AND GARAGE.			
P21-170	BISHOP-STONE KAREN D	266 CASTLEWOOD	\$10.00
Work Description: TEAR OFF AND REPLACE SHINGLES			
P21-166	DONOHUE SHARON K	1101 WILLOW LN	\$10.00
Work Description: REMOVE AND INSTALL NEW SHINGLES			

Total Permits For Type: 7
Total Fees For Type: \$110.00

Report Summary

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

Grand Total Fees: \$110.00
Grand Total Permits: 7

AGENDA ITEM

9E

Monthly Activity Report for December 2021 – Assessing Dept/Brent Kilpela

MTT UPDATE:

Trilogy Real Estate Howell LLC v Howell Township: Prehearing General Call set for September 16, 2022 with valuation disclosure due by June 20, 2022.

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: The December Board of Review was held on December 14th. The board acted on seven items. All were Principal Residence Exemptions for years 2020 and 2021. December is also the month we start the Personal Property process each year. We mailed out 151 Personal Property Statements and Small Business Property Tax Exemptions. These annual forms need to be delivered by January 10th each year. The forms are then filled out by each taxpayer and returned by February 20th for processing. This year the 20th of February falls on a Sunday. Additionally with the 21st being a holiday, the forms are due on the 22nd for the 2022 tax year.

Some shuffling of the board of review seats is needed for the coming year. Aaren Currie is unable to attend the March meetings. He will be kept on as an alternate. Carol Makushik will fill the vacant seat on the board. Additionally Jonathan Dekoninck has agreed to fill the second alternate seat. This will put the board in good position to handle the 2022 duties.

OTHER: Attended December WWTP meetings. Assisted auditors with completing the 2020-2021 financial audit.

AGENDA ITEM

9G

Howell Township

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



Memorandum

To: Howell Township Board

From: Jean Graham, Howell Township Clerk

Date: January 4, 2022

Re: 2022 MHOG Meter Package Pricing Increase

Effective January 4, 2022, MHOG Meter Package Pricing for 2022 has increased. Water Meter Package Cost for 1st meter with MXU has increased from \$646.00 to \$656.00. No action is needed by the Township Board as the current Township Water and Sewer Ordinance allows for such increases. Please see attached 2022 MHOG Meter Package Pricing sheet.

Respectfully Submitted,
Jean Graham
Township Clerk



MARION HOWELL OCEOLA GENOA

Sewer and Water Authority

2911 Dorr Rd., Brighton, MI 48116

Ph: 810-227-5225

Fax: 810-227-3420

2022

Water Meter Package Cost for 1st Meter with MXU

Meter Type	Cost
3/4 - Inch IPERL	\$504
1"IPERL	\$656
1 1/2" OMNI	\$1927
2" OMNI	\$2245
3"OMNI	\$3061
4"OMNI	\$4954

***Additional Meter for Irrigation**

Meter Type	Cost
3/4 - Inch IPERL w/o PVB	\$282
1- Inch IPERL w/o PVB	\$434
1.5- Inch OMNI w/o PVB	\$1705
2 - Inch OMNI w/o PVB	\$2023

***Stand Alone Irrigation Meters require an MXU and therefore are sold at the Main Meter Price**

PVB – PRESSURE VACUUM BREAKER

ADDITIONAL METER HORN (REPLACEMENT) COST IS

Meter Size	Cost
3/4"	\$90
1"	\$152

****NEED TO ADD THE NEW USER WATER FEE (50.00)
IN ON ALL LAND USE PERMITS FOR MHOG****

RECEIVED

JAN 04 2022

HOWELL TOWNSHIP

**HOWELL TOWNSHIP
SEWER/WATER CONNECTION**

SEWER

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

WATER

1. **\$5,000.00 – if you have been assessed.**
\$8,500.00 – if you have NOT been assessed.
(\$5,000.00 Howell Township connection fee and \$3,500.00 MHOG connection fee).
2. Water Meter check payable to Howell Township:
 - a. Existing structure **\$656.00**
 - b. New structure \$656.00 + \$50.00 new user fee = **\$706.00**
 - c. Purchase 1” irrigation meter without PVB (back flow preventer)
3. Plumbing permit – at Livingston County Building Department
4. Contractor (expense to homeowner):
 - a. To bring water line from structure to water lead at the road, and
 - b. To retrofit structure from well to public water if necessary.
 - c. Contact MHOG to schedule for meter to be set – 800-881-4109
MHOG requires back flow prevention certification when installing the meter.
5. Contact Health Department for details on existing well detachment 517-546-9850.

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

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

REVISED – 1-1-2022

**HOWELL TOWNSHIP
ORDINANCE No. 181
WATER USE AND RATE ORDINANCE**

THE TOWNSHIP OF HOWELL ORDAINS:

AN ORDINANCE TO PROMOTE THE PUBLIC HEALTH, SAFETY, AND WELFARE OF THE CITIZENS OF HOWELL TOWNSHIP IN THE OPERATION OF THE HOWELL TOWNSHIP WATER SUPPLY SYSTEM ON A PUBLIC UTILITY BASIS UNDER THE PROVISIONS OF ACT 94 OF THE PUBLIC ACTS OF 1933, AS AMENDED, AND TO PRESCRIBE THE RATES AND FEES FOR THE USE OF THESE FACILITIES SUFFICIENT TO PAY FOR COSTS OF OPERATION, MAINTENANCE, REPAIR, AND PAYMENT OF PRINCIPAL AND INTEREST ON BONDS ISSUED TO FINANCE THE SYSTEM, AND TO OTHERWISE PROVIDE FOR OTHER MATTERS PERTAINING TO THIS SYSTEM.

SECTION 1 - Title

This Ordinance shall be known as the Howell Township Water Use and Rate Ordinance.

SECTION 2 - Purpose

The purpose of the Ordinance is to promote the public health, safety, and welfare of the citizens of Howell Township, by the operation of the Howell Township Water Supply System on a public utility basis under the provisions of Act 94 of the Public Acts of 1933, as amended; to establish standards, rules, and regulations regarding the use of that system; to provide for the rates and fees for the use of and service by the system; and to otherwise provide for other matters pertaining to that System (the Howell Township Water System is part of the Marion-Howell-Oceola-Genoa Sewer and Water Authority ("MHOG")).

SECTION 3 - Findings.

- A. Potable Water. The Township Board finds that the businesses, industries, governmental and charitable agencies, and residents of the Township need to have potable water and otherwise usable water.
- B. Method of Measuring Use. Based on advice of its staff, the Township Board finds that the most precise method of measuring use of water service provided by the Township Water Supply System to any user is a meter installed and controlled by the Township.
- C. Continuation of Service. The Township Board finds that in order to provide and continue to provide clean potable and other usable water to all users of the System, in quantities necessary for all varieties of use, it is necessary from time to time to install improvements, enlargements, extensions, and repairs to the System
- D. Purpose of Charges. The charges and fees for the use of and connection to the System are hereby established for the purpose of recovering the cost of construction, reconstruction, maintenance, repair, and operation of the System, and to comply with the Federal and State Safe Drinking Water Acts and related regulations, to provide for the payment of principal and interest on any bonds authorized to be issued as and when the same become due and payable, to create a bond and interest redemption account therefor and to provide an account for reasonable and necessary improvements to the System. Such charges and fees

shall be made against all users of the System in a fair and equitable manner based on the level of service provided.

- E. Proportionality, Fairness, and Benefits of Charges, Rates, and Fees. The Township Board finds that the fairest and most reasonable method of providing for the operation, maintenance, repair, replacement, and improvement of the System is to charge each user, based in all cases on amount of use, for the costs of (a) retiring debt secured by the net revenues of the System issued to pay for improvement paid for and budgeted as part of the annual costs of the System; (b) ongoing repair, replacement, and improvement paid for and budgeted as part of the annual costs of the System; and (c) operation, administration, and maintenance costs of the System.
- F. Water Service Charges. The Township has investigated several methods of apportioning costs of water service provided by the System. Based on its investigation and on the advice of staff, the Township Board finds that to ensure the stability and viability of the System for the benefit of its users, the fairest and most accurate way to apportion the costs of operation, maintenance, replacement, and improvement of the water service provided by the System is to charge each user a (a) consumption charge, for actual water usage measured by water meters at rates the Township Board sets by resolution; (b) a base charge based on meter size at rates the Township Board sets by resolution; and (c) such other fees and costs for services as authorized by this Ordinance.
- G. Useful Life of Improvements. Based on the advice of staff, the Township Board finds that any improvements to or capital expenditures for the System did not, at the time such improvements were constructed and financed, have an expected useful or design life that would exceed the term of the respective bonds issued to finance such improvements or capital expenditures and paid for by rates and charges.

SECTION 4 - Definitions

- A. For the purpose of this Ordinance, the following words and phrases have the meanings respectively set forth below, unless the context in which the words and phrases are used specifically indicates otherwise.
 - 1. "AWWA" means American Water Works Association.
 - 2. "Base Charge" means the charge calculated on the basis of meter size in accordance with this Ordinance.
 - 3. "Bonds" means those bonds that, at any time, are issued by or on behalf of the Township for the purpose of financing improvements to the System, secured by or payable from the net revenues of the System.
 - 4. "Bond and Interest Redemption Account" means the account within the System Fund established on the books and accounts of the Township on behalf of the System from which the Township shall pay principal and interest on all bonds of the Township secured by a lien on the net revenues of the System.
 - 5. "Bond Reserve Account" means the separate account in the Bond and Interest Redemption Account required to be established and maintained by

the Township on behalf of the System in accordance with the terms and conditions of any bonds the Township issues that are secured by the net revenues of the System.

6. "Capital Expenses" includes (a) normal annual replacement of existing System facilities, (b) normal annual extensions of and improvements to the System; and (c) major capital replacements and improvements to the System.
7. "Commercial User" means any user of the System other than a residential user of buildings used primarily as a domicile.
8. "Consumption Charge" means a variable unit charge payable by a user, based on the user actual water consumption as determined in this Ordinance.
9. "Consumer" means the person or legal entity served by or using water supplied by the Township.
10. "Consumer's Installation" means all pipes, valves, stops, plumbing, and contrivances of every kind and nature used in connection with, or forming a part of, the consumer's installation for using water for any purpose, connected directly or indirectly with the corporation stop at the main.
11. "Corporation Stop" means a valve which is inserted into the main for the connection of the water supply service pipes in sizes up to and including two (2) inches in diameter.
12. "Cross Connection" means any physical connection or arrangement of piping or appurtenances through which water of questionable quality, wastes, or other contaminants could possibly flow back into the Water Distribution System because of a reversal of flow. It also means any physical connection between the System and any waste pipe, soil pipe, sewer, drain, or any other unapproved source or system, and is any potable water supply outlet that is submerged or can be submerged in wastewater and/or any other source of contamination.
13. "Curb Box" means a box of metal housing which encloses, protects and provides access to the curb stop.
14. "Curb Stop" means a valve for insertion in the service pipes, in size of three-fourths (3/4) inch to two (2) inches in diameter, inclusive, at or near the curb line.
15. "Debt Service" means the principal and interest payments on any outstanding bonds of the System, including mandatory redemption requirements, mandatory deposits into the Bond Reserve Account (if any), plus the amount necessary to meet any coverage requirements then in effect, and any amounts necessary and permitted to pay debt service on any general obligation bonds of the Township incurred for System purposes.

16. "Department" means the division of water distribution of the Township of Howell.
17. "Director" means the Director of Public Works or his authorized representative. The Director is the person designated by the Township to Supervise the Operation of the Howell Township Water System.
18. "General Obligation Debt Account" means the separate account established from time to time by the Township on behalf of the System to pay debt service on presently existing or future general obligation bond issues of the Township or presently existing or future general obligations or contractual obligations of the Township incurred or to be incurred for System expenses.
19. "Inspector" means the Livingston County Plumbing inspector, or his designee, or the inspector for MHOG.
20. "Lot" means a parcel of land occupied or intended to be occupied by a main building. A lot may or may not be specifically designated as such on public records.
21. "Meter Box" means any approved box or vault for the housing of a water meter.
22. "Operation and maintenance expenses" includes, but is not limited to, salaries, wages and fringe benefits of the System employees, purchased power, purchased services, chemicals, other materials and supplies, small equipment that does not extend the useful life of the major facilities of the System, and the System=s percentage of general overhead of Township administration and support services provided by the Township employees other than System employees.
23. "Operation and Maintenance Account" means the account within the System Fund established by the Township on behalf of the System for purposes of paying the expenses of administration and operation of the System and current expenses for the maintenance of the System.
24. "Permittee" means a consumer or his agent receiving a permit from the Township allowing a connection to be made to the water system.
25. "Person" means any individual, firm, partnership, association, public or private corporation or public agency or instrumentality or any other entity receiving water service.
26. "Premises" means each lot or parcel of land or building having any connection to the Water System.
27. "Receiving Account" means the account within the System Fund established on the books and accounts of the Township on behalf of the System into which all revenues of the System shall be deposited.
28. "Replacement" means the obtaining and installing of any equipment, accessories, and appurtenances that are necessary during the service life of

the System to maintain the capacity and performance to which the System was designed and constructed and to preserve its financial integrity.

29. "Replacement and Improvement Account" means the account within the System Fund established on the books and accounts of the Township on behalf of the System from which the Township shall pay the costs of making repairs, replacements, improvements, or enlargements to the System.
30. "Reserve amount" means the amount required to be held in the Bond Reserve Account in accordance with any ordinances pertaining to such outstanding bonds secured by or payable from the revenues of the System.
31. "Revenues" and "net revenues" as used in this Ordinance shall be understood to have the meanings as defined in Section 3, Act 94, Public Acts of Michigan, 1933, as amended.
32. "Service Cock" means a valve for installation in water service pipes, located at or near the main.
33. "Service control valve box" means a box or metal housing which encloses, protects and provides access to the service control valve.
34. "Stop and waste valve" means a valve installed at the termination of the water supply service pipe of three fourths (3/4) inch and one (1) inch sizes, and at the beginning of the consumer's installation.
35. "System Equity Charge" means the access fee charged to premises seeking access to the System after the first year of operation, as further described in this Ordinance.
36. "System Fund" means the enterprise fund established and on the books and accounts of the Township on behalf of the System, as described in this Ordinance.
37. "MHOG" means the Marion Township, Howell Township, Oceola Township and Genoa Township Sewer and Water Authority.
38. "System" means the Water System.
39. "Tap" means the drilling and threading of an opening in a main for insertion of a corporation stop.
40. "Township" means the Township of Howell, Michigan, a general law Township, and any agent thereof.
41. "Township Board" means the governing body of the Township of Howell.
42. "Water Connection" means that part of the Water Distribution System connecting the water main to a point terminating at a meter pit or vault.
43. "Water Service Pipe" means that pipe connecting the water main with the premises served. This includes the connection to the water main or the

corporation cock, the shutoff valve, and the valve on the inlet side of the meter.

44. "Water Main" means that part of the Water System located within the easement lines or streets designed to supply more than one (1) water connection.
45. "Water System" means the complete facilities of the Township's Water Supply and Distribution System, and includes all wells, well houses, pumps, water storage facilities, and transmission lines (including all appurtenances thereto), and all extension and improvements thereto, which may hereafter be acquired or constructed on behalf of current and future users of the System. It shall also consist of all plants, storage facilities, mains, pumps, and other facilities and appurtenances used or useful in the delivery of portable water to all users of the System, including all easements, rights of way, and land for such easements and rights of way. The Water System may be comprised of separate facilities located in separate water supply districts, and may also be a portion of the MHOG water supply and distribution system.

SECTION 5 - Provisions Deemed Incorporated in all Contracts

- A. Contract for service. All provisions and sections of this Ordinance shall be considered a part of the contract with every person that is supplied with water through the Water System and every person by taking water shall be considered to expressly consent to be bound hereby, and whenever any provision or section of this Ordinance is violated, the water may be cut off from the building or place of violation at the discretion of the Township Board and shall not be turned on again except on correction of the violation and payment of the expenses of shutting off and turning on, as provided in this Ordinance.
- B. Hold Harmless Clause. The consumer shall indemnify, hold harmless, and defend the Township against all claims, demands, costs, or expenses for loss damage or injury to persons or property that in any manner (directly or indirectly), allegedly grew out of the transmission and use of water by the consumer from water service pipes installed by the consumers on the consumer=s premises.

SECTION 6 - Administration and Management

- A. Establishment of a Public Utility. Based on the above findings in this Ordinance, for the purposes set forth herein, and pursuant to the authority granted to the Township under Act 94 of the Public Acts of 1933, as amended, now MCL 141.101 et seq., the Township hereby determines it to be desirable and necessary for the public health, safety and welfare of the Township that the Township=s Water System be operated on a public utility rate basis.
- B. Supervision and Control. The operation and management of the Water System shall be under the immediate supervision and control of the Township Board, which may delegate operational responsibilities to the MHOG.

- C. Rights. The Township has the exclusive right to establish, maintain, and collect rates and charges for water supply service from the Water System in the Township. The Township Board make such rules orders or regulations as it deems advisable and necessary to 'assure' the efficient management and operation of the Water System.
- D. The Township may employ or contract such person or persons in such capacity or capacities as it deems advisable to carry out the efficient management and operation of the system.
- E. The Director is charged with the responsibility of administering the Water System. The Director may recommend additional rules and regulations concerning the Water System, connection to the Water System, meter installation and maintenance, and other matters related to the operation, maintenance, and administration of the Water System. Such rules and regulations shall be effective upon approval by the Township Board.
- F. Compliance with State and Federal Standards and Regulations. Standards and regulations established in this Ordinance or pursuant hereto are deemed to be the minimum standards consistent with preserving the public health, safety, and welfare, and are necessary to fulfill the obligations herein regarding state and federal rules and regulations adopted pursuant thereto.

SECTION 7 - Fiscal Year, Records, Funds, and Accounts

- A. Fiscal year. The Water System's operation shall be based on operating fiscal year starting October 1 of each year and ending on September 30 of the following year.
- B. Records and accounts. The Township shall maintain the System Fund and all accounts and funds of the Water System as an enterprise fund within the books and accounts of the Township.
 - 1. The System Fund shall be used to account for the operation of the Water System, the construction and acquisition of additions and improvements to the System, and contributions toward the payment of interest and principal on general obligation bonds issued by or on behalf of the Township to facilitate financing construction projects undertaken.
 - 2. The Township shall cause an annual audit of such books and records and accounts of the preceding operating year to be made by a recognized independent certified public accountant and will make such audit available to the public upon proper request.
- C. Establishment and maintenance of separate funds and accounts in the System Fund. The Township shall establish, maintain, and use the following funds and accounts within the System Fund:
 - 1. Receiving Fund. All revenues of the System shall be credited initially to the Receiving Account, and shall be transferred or debited from the Receiving Account periodically in the manner and at the times and in the order of priority described in this Section.

2. Operation and Maintenance Account. Out of the revenues credited to the Receiving Account, at least monthly there shall be first set aside in, or credit to, the Operation and Maintenance Account an amount sufficient to provide for the payment of the next month's expenses for the maintenance of the System as may be needed to preserve the System in good repair and working order.
3. Bond and Interest Redemption Account; Bond Reserve Account.
 - a. Out of the revenues remaining in the Receiving Account, there shall be set aside each month an amount equal to the amounts specified in each bond ordinance applicable to outstanding bonds secured or payable from revenues of the System. In addition, if required by any bond ordinance, there shall be set aside the amounts required to establish and maintain the Bond Reserve Account. Money in the Bond and Interest Redemption Account shall be used exclusively for payment of the principal of, redemption premiums, if any, and interest on the bonds as they become due. Money in the Bond Reserve Account shall be used solely for the payment of the principal of, redemption premiums, if any, and interest on the bonds as to which there would otherwise be a default.
 - b. If at any time it is necessary to use money credited to the Bond Reserve Account for such payment, then the Township shall replace the money used from the net revenues next received that are not needed for current principal and interest requirements, until the amount on deposit equals the reserve amount.
4. Replacement and Improvement Account.
 - a. Recognizing the necessity to maintain a working System able to provide potable water in the amounts and at the times demanded by the users of the System, the Township has adopted a policy that it shall maintain the revenues of the System on a utility basis thereby enabling the Township to retain a reasonable percentage of the revenues of the System to meet necessary repairs and replacements. Thus, out of the revenues and moneys of the System remaining in the Receiving Account at the end of each year, after provision has been made for credits or deposits to the Operation and Maintenance Account, and the Bond and Interest Redemption Account (including the Bond Reserve Account), the Township Manager shall deposit such additional funds into the Replacement and Improvement Account in such amounts as the Township Board shall determine advisable, not to exceed the amounts budgeted for such purpose.
 - b. The money in the Replacement and Improvement Account shall be used solely for the purpose of making repairs, replacements, and any improvements, or enlargements of the System necessary to deliver potable water to the users of the System, including any buildings or structures related to the System. If at any time it shall be necessary to use the money in the Replacement and Improvement Account for

the purpose for which it was established, the Township Manager shall replace those amounts from any money in the Receiving Account which is not required to be used for the Operation and Maintenance Account, or the Bond and Interest Redemption Account (including the Bond Reserve Account).

5. General Obligation Debt Account. Recognizing that bonds secured solely by the revenues of the system may not be as marketable as bonds secured by the general funds of the Township, the Township may issue its general obligation bonds or contractual obligations to achieve a lower interest rate on behalf of the System and the users of the System. Because the Township's policy is to operate the System solely from revenues from the System, the Township shall establish a general obligation debt account for bonds or contractual obligations of the Township issued on behalf of the System. Out of the remaining revenues in the Receiving Account each month, the Township Manager shall credit to the General Obligation Debt Account such sums as necessary to pay debt service on outstanding general obligation bonds or contractual obligations of the Township issued or incurred by the Township for System purposes.
- D. Surplus revenues. All money remaining in the Receiving Account after satisfying all of the requirements of this Section may, at the Township Board's option, be used for any purpose relating to the System, including credit or transfer to the Replacement and Improvement Account or the General Obligation Debt Account, or for the purchase of bonds on the open market at not more than the fair market value thereof, or for the redemption of bonds before maturity, or as a credit to the revenue needed for the next succeeding fiscal year.
- E. Priority of funds. If the money in the Receiving Account is insufficient to provide for the current requirements of the Operation and Maintenance Account or the Bond and Interest Redemption Account (including the Bond Reserve Account), any money or securities in other accounts of the System (except the proceeds of the sale of bonds), shall be credited or transferred, first, to the Operation and Maintenance Account, and second to the Bond and Interest Redemption Account (including the Bond Reserve Account).
- F. Depository. Money credited to the several funds and accounts of the System, except money in the Bond and Interest Redemption Account (including the Bond Reserve Account) may be kept in one or more bank accounts at a bank designed by resolution of the Township Board, and, if kept in one bank account, shall be allocated on the books and records of the Township in a manner and at the times provided in this Section.
- G. Deficiencies in Cash Accounts. If the money in the Operation and Maintenance Account is insufficient to provide the current requirements of the operation and maintenance of the System, the Township may transfer money or securities from any other refund or account to the System to the extent of the deficiency.
- H. Insurance. The Township must maintain and carry incurrence on all physical properties of the System, of a kind and in the amounts normally carried by public utility companies and municipalities engaged in the operation of water supply systems. All money received from losses under such insurance policy must be

applied solely to the replacement and restoration of the damaged or destroyed property.

- I. Proceeds of System Equity Charge. The Township shall deposit the proceeds of the System Equity Charge into the Receiving Account.
- J. Investments. Moneys in the funds and accounts established by this Ordinance may be invested by the Township in any investments permitted by law. If the moneys invested are kept in one account, as provided in subsection (f) of this Section, then the monies shall be allocated among the several funds on the books and records of the Township in the manner and at the times provided in this Ordinance. Investment of moneys in the Bond and Interest Redemption Account or the General Obligation Debt Account being accumulated for payment of the next maturing principal or interest payment of Bonds shall be limited to obligations bearing maturity dates prior to the date of the next maturing principal or interest payment on the Bonds.

In the event investments are made, any securities representing the same shall be kept on deposit with the bank or trust company having on deposit the fund or funds or account from which the purchase was made. Gains realized or interest income earned on investment of funds in the Receiving Fund, the Operation and Maintenance Fund, and the Improvement Fund shall be deposited in or credited to the Receiving Fund at the end of each fiscal year. Gains realized on interest income earned on investment of moneys in the Revenue Bond and Interest Redemption Fund (including income derived from any bond reserve account which may be established on a future date) or the General Obligation Debt Account shall be credited as received to such Fund, provided that any bond reserve account therein is fully funded.

SECTION 8 - Restricting Water Use

- A. General Regulation. The Township Board may regulate, limit, or prohibit the use by a consumer of Township supplied water if it is necessary for the health, safety, and welfare of the public including restricting the amount of water that would be available to a consumer because of water shortage emergencies. Such regulations may limit use of water by the consumer to the extent deemed necessary to insure an adequate water supply for the essential needs and for fire fighting.
- B. Lawn Irrigation. Use of water for the irrigation of lawns and to other outside irrigations shall be limited by restrictions as follows:
 - 1. For those properties that have an even numbered street address, irrigation of lawns or other outside irrigation from the public water supply system is allowed on even numbered calendar days, and is prohibited on odd numbered calendared days.
 - 2. For those properties that have an odd numbered street address, irrigation of lawns or other outside irrigation from the public water supply system is allowed on odd numbered calendared days, and is prohibited on even numbered calendared days.

3. The Township may prohibit all lawn sprinkling and other outside irrigation from the Township public water supply system by publishing notice of such prohibition if the Township engineer determines that (a) a public water shortage is likely to occur, or (b) the amount of pumpage of water from the Township public water supply system has reached such volume that, unless restricted, the public health and safety and welfare is likely to be endangered.
- C. Emergency Water Shortage. The Township Board may, during such times of water shortage emergency, direct that other measures be taken or restrictions be observed by users of the public water supply system when deemed necessary to protect the health, safety and welfare and, when published, such measures and restriction shall be followed by users of the public water supply system.

SECTION 9 - Township Liability Exemption

- A. Interruptions. The Township shall not be responsible or liable for injuries or damages arising out of interruptions of water service that occurred due to natural calamities, equipment failures, or actions by users of the System. It shall be the responsibility of all persons with connected equipment to keep that equipment in good working order. No claim or cause of action may be asserted against the Township by reason of the breaking away of any pipe, service cock, or for any other interruption of the water supply.
- B. Expenses. The Township shall not be liable for any expense incurred by a permittee in locating mains, services, curb stops, and water records.

SECTION 10 - Access

- A. Inspection. The Director (and other duly authorized representative of the Director) bearing proper credentials and identification shall be permitted at all reasonable hours to enter upon any properties served by the Water System at reasonable times for the purpose of inspection, observation, measurement, sampling and testing to determine compliance with the provisions of this Ordinance. The fact that the owner or occupant of such premises accepts and uses water from the Water System under this Ordinance shall constitute a consent to the making of such inspections, including allowing entrance upon such property at reasonable times to make inspections.
- B. Meter Reader Access. Any duly authorized agent or employee of the Township shall have access to the consumer=s premises at all reasonable hours for the purpose of reading meters, inspections, doing repairs or installing or removing any or all Township owned apparatus used for providing service to the consumer.

SECTION 11 - Use of the System

- A. Consumer=s Use of the Water System. Any person owning property within a water supply district established by the Township and conforming to the standards, rules, and regulations established in or under terms of this Ordinance shall be permitted to receive water from the Water System provided necessary water supply lines are in existence and abutting that person=s property.

- B. Required Connection. To ensure the payment of the Township's obligations incurred in connection with the creation, maintenance, and extension of the public water supply system, and to protect the public health, safety, and welfare of the Township by ensuring a safe and pure water supply, each structure with toilet, kitchen, laundry, bathing, or other facilities using water for household, commercial, industrial, or other purposes and located within a Township water district or for which construction was commenced on or after January 1, 2013 and within four hundred (400') feet at the nearest point from any portion of the water system, or for which construction was commenced prior to January 1, 2013 and within two hundred (200) feet at the nearest point from any portion of the water system, shall be required to connect to the water system within ninety (90) days of the Township's delivery by first class mail of a notice to connect. Such notice shall be sent to the property owner shown of record on the Township's most recent property tax roll. (Amend. by Ord. #235 eff. May 7, 2010; Amend. by Ord. #253 eff. February 3, 2013)
- C. Turning on and Turning Off Water Service. No person other than an authorized employee of the Township may turn on or turn off any water service at the curb stop. Water service shall not be turned on unless all charges, fees, etc. have been paid, as provided in this Ordinance and resolutions adopted pursuant hereto.
- D. Turning Off Service.
1. The Township reserves the right, after due notice to the consumer, to terminate service to a consumer (a) if payment for water supply has not been timely received in accordance with the payment schedule set by the Township, or (b) due to a violation of the Ordinance or any rules and regulations adopted pursuant thereto. Notification for shut off will be sent by certified mail allowing fourteen (14) days to pay delinquency in full or make suitable arrangements through the township, if payment has not been received in full or suitable arrangements through the township within the fourteen (14) days the premises will be posted and the service shut off after 24 hours.
 2. Notwithstanding the above, the Township may shut off the water in any main to make repairs or extensions, or for any other necessary purpose at any time without notice to consumers.
- E. The consumer shall maintain all service pipes free from leaks at all times. Whenever a leak appears in a consumer's installation, and that leak allows water to escape without registering upon the meter, the Township shall give the consumer written notice thereof and the consumer shall immediately proceed to repair such service pipe. If such repairs have not been completed within 48 (forty-eight) hours after notice has been sent, the Township may stop the service by shutting off the water at the curb stop or by excavating to and closing the corporation stop. The costs incurred by the Township of excavating and shutting off such service shall be paid by the consumer or by the owner of the property before service is restored. If, in the determination of the Township, any leak on the consumer's installation is of such nature that it endangers public safety or constitutes a nuisance or a source of waste, the Township may shut off or stop such service until such leak is repaired.
- F. Change of Consumer. When the premises are to be vacated or there is a change of owner, occupant, or agent, prompt written notice shall be given to the Township

Clerk's Office. The consumer may discontinue service by giving at least twenty-four (24) hours written notice to the Clerk's Office during its regular office hours.

- G. Outside Service Connections. Water main extensions and domestic water connections to premises outside of water districts are prohibited, except where specifically approved by the Township Board.
- H. Water Extensions. The total expense of extending water mains shall be borne by the benefitted property owner in accordance with provisions of a contract or by special assessments levied by the Township in accordance with state law.
- I. Connection Permits Required; Applications; Deposits; Application Contents.
 - 1. Application. Any person desiring to connect to the Water System must file a written application to do so and submit it to the Township Clerk, along with plans and specifications as required by the Township detailing the proposed meter, lines, valves, sprinklers, and attachments. The cost of review and inspection is to be borne by the applicant.
 - a. The application shall contain the following: property address (house number and street name), lot number, applicant name, property owner name, size of the service pipe required by the consumer for the connection, and any other pertinent information which may be required by the Township.
 - b. An application must be made and approval obtained from the Township at least twenty-four (24) hours before the time a connection is to be made.
 - c. An application submitted by a residential or commercial builder or developer may be approved, provided it meets all other requirements in this Ordinance and is accompanied by written evidence that the prospective lessee or the real property owner consents in writing to the builder applying for a connection permit.
 - 2. Permit Required. No person in the Township may connect to the Water System until the proposed connection has been approved by the Township or its designated representative, a connection permit has been granted, and all charges, rates, and fees as set forth in this Ordinance have been paid. Upon all of the above, the water meter is to be installed and connections are to be made in accordance with the applicable building code and regulations in this Ordinance.
 - 3. No person, other than Township agents or employees may connect, tap, change, obstruct, interfere with, or in any way disturb the Water System or its water mains. No person may uncover, make any connections with or opening into, use, alter, or disturb any public water main or appurtenance thereto or the connection system between the public main and an individual structure, including the structure's meter, without first obtaining a written permit from the Township.

4. All connections from any premises to an active public water supply, including connections to the public main, pipelines to the shutoff valve at the property line, the shutoff valve, and the meter, shall be made by the Township.
 5. Expenses of Installation. The applicant shall bear the cost of water pipe and meter installation.
- J. Use on One Connection; Limitation.
1. Unless written approval is granted by the Township, separate premises shall have separate curb stops, service pipe installations, and shall be separately metered.
 2. Whenever water is to be supplied to more than one (1) consumer located in a single building and supplied through one (1) service, the property owner shall be responsible for the payment of water bills.
 3. In no event shall a consumer extend service pipes or plumbing across any public way, or to an adjacent property in order to furnish service thereto, even though such adjacent property be owned by him.
- K. Existing Private Wells
1. Construction of private wells in established water service districts is prohibited after the public water system is placed into service, and water is provided to users within the established water service districts.
 2. Private water wells that are located within a water supply district and are in operation before that district was established may be abandoned by the property owner in accordance with the procedures established by the Livingston County Health Department and the Michigan Department of Environmental Quality ("MDEQ") within thirty (30) days of connecting to the Township Water System. Nothing in this Ordinance shall be construed to require abandonment of water wells in operation within a water supply district before the effective date of this Ordinance, provided that, after the property is connected to the Water System, the private water well previously serving the property is used only for outside irrigation purposes, and provided that such use is permitted by MHOG. If the prior existing private water well is not used for outside irrigation, it shall be abandoned by the property owner in accordance with procedures established by the Livingston County Health Department and the MDEQ within thirty (30) days of connection to the system. No new private wells may be constructed to replace failed existing irrigation wells in the established water service districts after the System is placed into service.
- L. System Prohibitions. No person in the Township shall:
1. Willfully, negligently, or maliciously break, damage, destroy, uncover, deface or tamper with or alter, any structure, property, appurtenance, equipment or any other item which is a part of the Water System.
 2. Remove any water meter, water pipe, other water equipment or tools.

3. Prevent or circumvent a water meter from measuring water supplied by the Water System.
4. Fraudulently obtain water from the Water System.

SECTION 12 - Enforcement

- A. Penalties. Any person found to have violated any provision of this Ordinance shall be served with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations. If the described violation continues to exist after the period of time stated in the notice, the Township may pursue any and all legal remedies or actions intended to abate or eliminate the violation. Any person convicted of a violation of any provision of this Ordinance shall be punished by a fine of not more than five hundred dollars (\$500.00), or by imprisonment of not more than ninety (90) days, or both such fine and imprisonment in the discretion of the court.
- B. Nuisance per se. A violation of this Ordinance is also declared to be a public nuisance per se, and the Township may enforce the violation by injunction or other remedy, including the right to correct the violation and recover the Township's cost of obtaining the necessary correction from the owner or person in charge of the premises therefore, including recovering the Township's attorney's fees.

SECTION 13 - Meters

- A. Meters Required; Use.
 1. All water furnished by the Township and used on any premises must pass through a meter, to be installed, owned, and controlled by the Township, and which is placed upon the premises or installed for the purpose of measuring the water supply and usage. There shall be no bypass between the meter and the main.
 2. All premises using the Water System shall be metered and the consumers must pay for water at the rates specified in this Ordinance or resolutions passed pursuant hereto.
 3. Water meters, and, if needed, pressure reducing valves, must be obtained from the Township.
 4. All water meters existing and installed before this Ordinance is adopted must be maintained at the property owner's expense.
 5. Each water meter is to be served by its own water connection and water service pipe, unless the Township or its designated representative has approved another system incorporating exterior valves to control water flow to each meter.
 6. Failure to Register; Water Usage; Amount.
 - a. Estimated consumption. If any meter fails to register properly or if a meter is inaccessible for reading, the Township shall estimate

consumption based on former consumption, and charge the consumer the average quarterly consumption rate as shown by the meter over the period of the preceding four (4) quarters when the meter was accurately registering.

- b. The accuracy of any meter on any premises will be tested by the Director upon written request of the owner or user who shall pay in advance a fee to cover the cost of testing the meter. If upon such test, the meter is found to register over three (3) percent more water that passes through it, the meter shall be replaced with another meter, and the meter test fee will be refunded to the property owner or user, and the water bill adjusted from the preceding and current billing periods as necessary and appropriate.

7. Meter repairs.

- a. The expense of maintaining meters is to be borne by the Township; provided, however, that where a meter must be replaced, repaired, or adjusted due to acts, negligence, or carelessness of the owner or occupant of the premises, the expense caused thereby is to be charged and collected from the owner or occupant of the premises, and, if the owner or occupant of the premises refuses or fails to pay these charges, the charges must be added to the water charge for the premises.
- b. The owner or occupant of premises where a meter is installed is responsible for its care and protection from freezing and from injury or interference by any persons. If a meter is injured, or stops working properly and accurately, the owner or occupant of the premises shall give immediate notice to the Director.
- c. Meters shall be sealed by the Township, and no person other than authorized employees of the Township shall break such seals. No authorized person shall change the location of, alter, or interfere in any way with, any meter.
- d. Any property owner in the Township may, upon application and paying such costs and fees as determined from time to time by the Department of Public Works, have an additional meter installed for the separate metering of water used for lawn sprinkling or other use where the water used does not pass through the sanitary sewage disposal system. Duplex residences shall have separate meters and services installed for each dwelling unit upon payment of such costs and fees as recommended by the Director and as approved by the Township Board.

SECTION 14 - Repairs

- A. Repairs. The cost of all repairs, maintenance, replacements of connecting systems (supply system for public main up to and including the shutoff valve at the property line) is to be borne by the Township, except when damage requiring repair is due to negligent or willful acts of the owner or occupant of the premises, or any agent or licensee of such owner or occupant. Nothing herein prevents the Township from

recovering the costs of the repairs or replacements from third persons responsible therefor.

- B. The cost of all repairs, maintenance, and replacements of the service lines, the line from the shutoff valve at the property line, up to but not including the structure=s meter, is borne by the property owner. Nothing herein prevents the owner from recovering the cost of such repairs or replacements from third persons responsible therefore.
- C. Persons taking water must keep their service pipe and their meter protected from frost and hot water at their own expense. Where the service pipe or meter is damaged by frost or hot water, the service pipe is to be repaired by a licensed plumber, paid for by the consumer, while the water meter is to be repaired by the Township at the customer's expense.

SECTION 15 - Charges

- A. Upon adoption of this Ordinance by the Township Board of Howell Township, rates and fees for installation and use of the Water System shall be established by resolution of the Township Board, to recover the costs of administration, construction, reconstruction, and maintenance of said System, as necessary to preserve the same in the same good working order, operation, and replacement of the System, and to provide for the payment of any debt service obligations of the Township as the same becomes due. Such fees shall be made in accordance with the provisions set forth herein, and shall be made against all premises that use the Water System.
- B. Establishment of Rates. The rates for water service are to be established by resolution of the Township Board, and may be established separately from time to time as needed to ensure sufficiency of revenues in meeting the Water System=s expenses.
- C. Publication. After the Township Board approves rates and fees to be charged for water service under this Ordinance, it shall publish the rates and fees, in a newspaper of general circulation in the Township, within thirty (30) days after approval by the Township Board.
- D. Types of Rates and Fees.
 - 1. Connection Fee. The Township shall charge, and the consumer shall pay, as a precondition to connection to the water mains of the System, a Connection Fee. The Connection Fee includes the cost of a meter and pressure reducing valve, if necessary, acquired by the Township, as well as the cost of the cross-connection inspection. This fee must be paid at the time an application for permission to connect to the water mains of the System is requested.
 - 2. Consumption Fee. All consumers connected to the System must pay a Consumption Fee to cover the costs of distribution system operation and maintenance, and the replacement of equipment. This fee is to be based on the actual volume of water used during the current billing period.

3. System Equity Fee. The Township Board by resolution may establish a System Equity Fee in an amount sufficient to recover certain of the capital expenses incurred to provide water mains and sufficient capacity to all consumers from those consumers that have not previously paid their share of those expenses. The owner of lands in proximity to a Township water main, which lands have not been subjected to a special assessment to pay for the construction of said water main, or which lands have been through tax foreclosure resulting in the nonpayment of all or part of the special assessments for said water main, shall not be permitted to make connection or additional connections to said water main until the owner first pays a System Equity Fee for the privilege of connecting to said water main. This fee is to be paid, if applicable, in addition to all other fees provided for in this Ordinance. (Amended by Ord. #232 eff. March 1, 2010.)
4. Billing Fee. The Township shall charge, and all consumers shall pay, a Billing Fee, to cover the costs of providing the water supply bill to those persons, bill processing, and meter reading.
5. Readiness to Service Rate. Consumers of the Water System shall be shall charged a Readiness Service Rate. All consumers of the Water System shall be charged a flat rate in this regard based on anticipated water supply and demand.
6. Turn-on/Turn-off Fee. The Township may establish a Turn-on/Turn-off Fee, which if established, the Township must charge the consumer, and the consumer must pay, to cover the cost to turn water service on or off upon request to do so; provided, however, that whenever the Township is asked to turn water service on or off water service at times other than during the Township=s regular business hours, this fee will be based on a time and material basis. The established fee to turn water on shall be charged to a customer whose service has been disconnected due to non-payment of charges or fees due the Township.
7. Inspection Fee. Each consumer who desires the Township to inspect any premises that has a connection to the Water System must pay an Inspection Fee, equal to an amount of the actual costs of the labor and materials.
8. Construction Fee. The property owner is responsible to pay the actual cost of construction of all lines from the water main to the premises to be served. The Township maintains ownership and responsibility from the main up to and including the curb stop. The Township is authorized to set by resolution or ordinance such other charges to be collected under this Ordinance as the Township deems necessary to further the purpose of this Ordinance.

The property owner or his selected contractor, after obtaining a plumbing permit from the Livingston County Building Department, is responsible for installing the service line from the water main to the premises to be served, and all necessary restoration of disturbed areas, and must also install the meter yoke at the owner or contractor=s expense. The amount of the construction fee shall be in an amount to be set by Township Board resolution, but which must cover the cost of a plumbing permit (which

provides for the cost of inspecting the water lead connection to the water main and interior plumbing).

A Township representative must install the meter and turn on the supply when all plumbing is in place and tested. The meter installation cost and initial turn on fee are included in the Connection Fee.

When a water connection is made at a location where a water service line was not installed as part of a special assessment project, the property owner will also be responsible for the cost of tapping the water main, and installing the service lead, curb stop, and curb box.

9. Special Service Fees. The Township may charge customers and the customers must pay a Special Service Fee for which a rate is to be set, to cover providing any other services connected to the operation and maintenance of the Water System, as are requested of the Township from time to time by consumers.
- E. Required charges. No person may receive, and the Township shall not provide, free water service from the Water System. The cost of water connections from the Water System to private premises shall not be paid by the proceeds of the bond issue financing such system or from the revenues of the Water System. The Township must pay for all water it uses at the established rates.
- F. Responsibility for Payment.
1. The owner of the premises served by the Water System shall be liable to the Township for any charges and fees imposed and allowed to be charged by this Ordinance.
 2. When a single water service pipe serves two (2) or more consumer units, the owner of the premises shall be responsible for payment of water used on the premises.
- G. Billing.
1. Meter Reading. Meters are to be read quarterly or as deemed necessary by the Township Board.
 2. Bills. The Township shall issue bills for water service and all other charges in connection therewith. Bills for water service shall be sent to consumers by first-class mail.
 3. All bills are payable by the due date specified on the bills, and are to be paid at the Township Hall or by mail.
 4. Collections. The Township Treasurer shall collect all monies due for water service and all other charges imposed in connection with the Water System.
 5. All charges for water service not paid by the due date are delinquent and are subject to a ten percent (10%) late penalty charge.

6. If any bill for the service of the System remains unpaid after two (2) months on commercial and industrial zoned properties and three (3) months on residential zoned properties the water supply may for the lot or the premises be turned off, and, if turned off, shall not be turned on until payment in full is made of all delinquent charges, and the fee charged for resumption of service. The township must send a notice by registered mail to any customer residing at a location where the Township intends to terminate service under this section. If, after fourteen (14) days after the shut off is sent to a customer, payment in full has not been received or satisfactory arrangements have not otherwise been made, the property will be posted and the water service may be shut off after 24 hours. No water service that has been discontinued due to non-payment may be restored until all past due bills are paid or satisfactory arrangements for such payments are made.
7. Non-Receipt of Bill. Failure of the consumer to receive any bill does not relieve the consumer from liability for charges incurred and the consumer must notify the Township Clerk if a bill is not received by the twelve (12th) day after the issuance of a bill.
8. Charges to Become a Lien Upon Premises. The Township shall have, as security for the collection of water supply fees, rates, or assessments due or that become due for the use and installation, repair, or maintenance to any house, building, or premises, a lien upon the building or premises, lot or lots, upon which the Water System service was supplied. This lien shall become effective immediately upon the providing of the water service to the premises or property supplied.
 - a. The lien created by this Ordinance shall have priority over all other liens except taxes or special assessments.
 - b. Charges for water services which are under the provisions of Section 21, Act 94, Public Acts of Michigan, 1933, as amended, shall be made a lien on all premises served hereby. The charges for water furnished to any premises are hereby recognized to constitute such lien and whenever any such charge against any piece of property or premises shall be delinquent for two (2) months on commercial and industrial zoned properties and three (3) months on residential zoned properties, or more, that fact shall be certified on March 1st of each year to the tax assessing officer of the Township. Such charge shall be entered upon the next tax roll as a charge against such piece of property or premises and the charges shall be collected and the lien thereof enforced in the same manner as general Township taxes against such premises.

SECTION 16 - Water Meters; Type; Size Determination

- A. All meters shall be under the control of the Township, as per MHOG standards, and shall be equipped with an instrument capable of being remotely connected and read away from the meter itself. Such instrument shall be installed on the exterior of the building as directed by the Township.

- B. All new inside meters will require remote touch pads and a remote radio frequency transceiver unit as the Township may specify.
- C. Size. When requesting connection to the Water System, the consumer shall furnish information about the amount of contemplated water supply demand the Township shall determine the size and type of meter to be installed.
 - 1. For usual single-family domestic use and consumption of water a 3/4 (three quarter) inch meter shall be installed by the consumer.
 - 2. For multiple dwelling the meter size shall be one (1) inch for two (2) to four (4) dwellings and 1 2 (one and one half) inch for five (5) to ten (10) dwellings.
 - 3. Except as stated above, where an application is made for a meter larger than 3/4 (three quarters) inch, the Township shall determine whether a meter of such size is required or authorized.
 - 4. The use of meters larger than 1 2 (one and one half) inch will be permitted only upon specific written approval by the Township after due consideration of pertinent factors, such as the probable effect of their demand on the installed capacity of water mains and water supply and the means of sewage disposal.

SECTION 17 - Cross Connections with Public Water Supply System

- A. Cross connections are prohibited, and it is unlawful for any person to make, permit to be made, or permit to exist, any cross connection on any lot or parcel of land owned or occupied by that person.
- B. State Rules Adopted by Reference. The Township hereby adopts by reference the water supply connection rules of the Michigan Department of Environmental Quality, being R 325.11401 to R 325.11407 of the Michigan Administrative Code.
- C. Inspections. The Township must cause inspections to be made of all properties served by the public water supply where cross connections with the public water supply is deemed possible. The frequency of such inspections, or re-inspections, based on potential health hazards, shall be as established by the Township Board. The cost of inspections as determined by the Township is to be borne and paid by the property owner upon which the inspection takes place.
- D. Access to Premises.
 - 1. The Director, or the Director's assigned representatives or agents, has the right to enter at any reasonable time any property served by a connection to the public water supply system for the purpose of inspecting the piping system(s) thereof for cross connections.
 - 2. On request, the owner, lessee(s), or occupant(s) of any property so served shall furnish to the inspecting person or entity any pertinent information regarding the piping system(s) on the property.

3. The refusal of such information or refusal to access, when requested, shall be deemed prima facie evidence of the presence of cross connections.
- E. Potable Water Supply Protection and Notification. The potable water supply made available on the properties served by the Water System shall be protected from possible contamination as specified by this Ordinance and the state plumbing code, as adopted, amended, and marketed by Livingston County and the State of Michigan. Any water outlet that could be used for potable domestic purposes and which is not supplied by the potable system must be labeled in a conspicuous manner as

“WATER UNSAFE FOR DRINKING.”

- F. Cross Connection Shutoff. Where contamination of any water main is an immediate possibility in the Director’s judgment, or if contamination of any main occurs and a cross-connection is found, the Township may order the water to be immediately shut off without giving notice to the owner or occupant as proscribed herein. Water service is not be restored until the cross connection(s) are eliminated in compliance with this Ordinance, as verified by the Director.
- G. State Plumbing Code. This Ordinance does not supersede any State of Michigan or Livingston County Plumbing Code or Ordinance, but is supplemental thereto.
- G. Discontinuance of Water Service for Violation of this Section. The Township may and is directed to take other precautionary measures as deemed necessary to eliminate any damage due to contamination of the Water System.

SECTION 18 - Miscellaneous Provisions

- A. Designation of Duties. The Township may delegate administrative duties and functions, including but not limited to, inspections, meter readiness, billings, and maintenance.
- B. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.
- C. Conflicts or Repealer.
 1. Conflicts. All ordinances, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.
 2. Repealer. If a part or parts of this ordinance are for any reason held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of remaining portion of this Ordinance.
- D. Publication. A summary of this Ordinance shall be published in a newspaper of general circulation within the boundaries of the Township within thirty (30) days after its adoption, and the same shall be recorded in the Ordinance Book of the Township and filed with the County Clerk, and such recording authenticated by the signatures of the Township Supervisor and Secretary.

- E. Effective Date. This Ordinance shall become effective thirty (30) days after publication. Adopted at a regular session of the Howell Township Board on November 8, 2004.

Adopted November 8, 2004, effective December 20, 2004.

AGENDA ITEM

9J

Howell Township
Wastewater Treatment Plant Meeting
Meeting: December 16th, 2021 10am

Attending: Jason Hall, Greg Tatara, James Aulette, Brent Kilpela, Jonathan Hohenstein

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

Epoxy: Jason has made some calls for quotes.

Influent Sampling: The Board approved the Committee to make the decision on which contractor to go with on this project. After reviewing the contracts and discussing with the members the Committee approved the attached quote from CSM for \$13,900.

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.

Pump Stations: The Board received the pump station report from Jason at the last Board meeting. Jason is working on getting quotes to clean the stations out and to fix the issues that were discovered on inspection.

Sludge Removal: The wet weather has pushed back the sludge removal and land application. Jason has been told that the plant is scheduled between December 27th and January 10th.

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 is getting quotes regarding a leak in the pipes after the pumps.

Asset Analysis: Inframark's asset analyst was at the plant last week looking everything over for the report.

Anaerobic Basin: Jason may try to get the anaerobic basin up and running again. This process would cut down or possibly eliminate the use of ferric chloride at the plant. When the plant first opened there was not enough flow to make the system work. Jason believes there is enough flow now to try and get it working again.

Respectfully submitted,
Jonathan Hohenstein

December 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 November 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 November. We are always available to discuss any of these matters in greater detail if you have any further questions or comments. There was 0 violations in November. We are thankful for the continued opportunity to partner with Howell Township.

Site Visit – Town Officials	0
Site Visit – Inframark Officials	0
NPDES Permit Compliance	0
Preventative Work Orders	118 open 118 closed
Corrective Work Orders	2 open 2 closed
Locates for Month	12 marked 73 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	RAS Pumps	1 RAS pump is leaking, the other one has a bad bearing	18,905.00 For both pumps	Kennedy quote received 11/12/21 Submitted
High	State required influent sampling	Sampling location of influent is in wrong location	11,566.00	Platinum Mech Submitted a quote.
High	State required influent sampling	Sampling location of influent is in wrong location	13,900.00	CSM produced a quote
High	Station 6 pump repair	The pump in station 6	9,655.00	Kennedy quote received 11/12/21 Submitted

Criticality**	Request	Impact	Est. Cost	Timing
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 cleaning	Lambert and Burkhart need to be vacuumed	TBD	PowerVac providing a quote.
High	Influent channel lining	Influent channel is deteriorating	TBD	Suez was in 11/5/21 No quote yet

Operation

The final QA/QC procedure has been scheduled for the first week of January. This will enable the lab sampling to be completed in house.

Maintenance & Repair

A copy of the monthly maintenance report is attached. A total of 118 preventative maintenance work orders were completed in November. The work on the aeration basin was completed. The basin is functioning better, but there is more work needed. Parkson has been contacted for further evaluation. The water line to supply plant water was completed. Three of the outside spickets are not functioning. The cause is being evaluated further.

The water line will be connected to the conveyour, in the influent channel. The grit system is being worked on.

Personnel

Onsite personnel serving the project during November included Andre Randall, Bill Jones and Jason Hall with Kirt Ervin as the Regional VP.

Travis Wines was hired as the maintenance tech and started December 13th.



December 13, 2021

Howell Wastewater Treatment Facility
1222 Packard Dr
Howell, Michigan

ATTENTION: Mr. Jason Hall

Quotation No.: CSM 12.13.21

SUBJECT: Howell Wastewater Treatment Plant Water Sampler Placement

CSM Mechanical, LLC is pleased to provide a proposal for the disconnection, movement, and placement of the water testing machine 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 disconnection, movement, and installation of the water testing machine at the Howell Wastewater Treatment Plant in Howell, Michigan.
 - Provide live-tapping services of existing underground water pipe
 - Provide labor, material, and equipment necessary for the pouring of a concrete pad to support the new location of the water testing machine and shed
 - Provide electrical disconnection of current water testing machine
 - Provide trenching and electrical connection of water testing machine at new location
 - Provide labor and material necessary to core the manhole chamber and run a connecting pex water line to the water testing machine
 - Provide equipment necessary to dig out manhole chamber and move current water testing machine and shed
- 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:

\$13,900.00

Breakdown:

-Electrical Disconnection and Connection:	\$2,900.00
-Underground tapping / manhole coring and excavation:	\$5,800.00
-Concrete slab construction:	\$2,000.00
-Mechanical Labor and equipment movement:	\$3,200.00

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

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



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

Howell Township Treasurer

From: Hall, Jason <Jason.Hall@inframark.com>
Sent: Monday, January 3, 2022 12:24 PM
To: Howell Township Treasurer
Cc: Howell Township Assessor; Howell Township Clerk
Subject: Update

Hi Jonathan,

Here is an update.

Ultra-tech confirmed that the parts and pieces for the UV system would ship at the end of the month. M&K and Powervac are still working on quotes for the station cleaning. Kennedy confirmed that the install of the SCADA system on the remaining stations, would start next week. I have spoken with AJ from Biotech, several times. They recently transferred property from Hamburg Township to Howell Township. I'm still waiting for confirmation on when they will start hauling. I contacted CSM, concerning the relocating of the influent sampler. They communicated that after they order the supplies for the job they would call to schedule. They indicated that having the job completed in January, would be possible. I'm still waiting on Jett Pump to finish the quote for repair of the stations.

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

AGENDA ITEM

9K

Howell Parks and Recreation Meeting December 21, 2021

Approved 2022 Howell Area Parks & Recreation Authority budget

Reviewed: check register report, bank statement, & financial report ending November 30, 2021

Looking at scheduling strategic planning session in April

Senior Center Thanksgiving lunch & Christmas lunch was successful

Breakfast with Santa went well considering they lost power

Bad Santa Trivia sold out

Answered more than 200 letters for Santa

AGENDA ITEM

9L

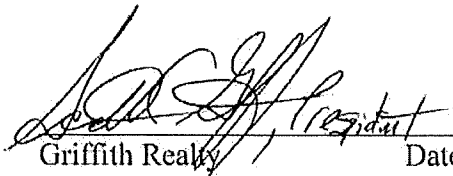


Listing Extension Agreement

For the listing contract between Griffith Realty and Howell Township
Dated January 30, 2020.

Both parties agree to extend the listing agreement on the unsold parcels referenced in the
original agreement to January 30, 2024.

All other terms and conditions will be the same.


Griffith Realty, President
Date 1/3/22

Howell Township Date

Howell Township Clerk

From: Howell Township Treasurer
Sent: Tuesday, December 28, 2021 10:46 AM
To: Howell Township Clerk; j smith
Subject: Scott's Contract

Jean and Jeff,

Scott's contract is up in January. We need to provide the Board with a recommendation as to our real estate agent.

Personally I have been very satisfied with Scott's work thus far. Unless either of you feel differently I think we should recommend a renewal of our contract with Scott. Please let me know what you think.

Thanks,
Jonathan

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

AGENDA ITEM

11

Howell Township
Invoice and Check Registers
As of 12/31/2021

User: BRENT KILPELA
 DB: Howell Twp
 Vendor Description
 Inv Num
 Inv Ref#

Inv Num	Inv Ref#	Vendor Description	GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlnized Post Date
2162977	20446	CARLSLE WORTMAN ASSOC, INC. BD Bond Refund 101-000-203.00	BSP21-0004	11/29/2021 BRENT KILPELA	12/01/2021	225.00	0.00	Paid	Y 11/29/2021
2162979	20447	CARLSLE WORTMAN ASSOC, INC. BD Bond Refund 101-000-203.00	BSP21-0005	11/29/2021 BRENT KILPELA	12/01/2021	397.00	0.00	Paid	Y 11/29/2021
11/9/2021	20448	DTE ENERGY TWP HALL NOV 2021 101-265-920.00	TWP HALL ELECTRICITY EXPENSE	11/09/2021 BRENT KILPELA	12/01/2021	386.31	0.00	Paid	Y 11/29/2021
63509	20449	MICRO WORKS COMPUTING, INC LAPTOP UPDATES 101-265-728.01	TWP HALL IT SUPPORT EXPENSE	11/18/2021 BRENT KILPELA	12/08/2021	75.00	0.00	Paid	Y 11/29/2021
001279971941	20450	MUTUAL OF OMAHA INSURANCE COMPANY DECEMBER 2021 101-265-721.00	TWP HALL LIFE INSURANCE EXPENSE	11/16/2021 BRENT KILPELA	12/01/2021	150.88	0.00	Paid	Y 11/29/2021
2162976	20451	CARLSLE WORTMAN ASSOC, INC. BALOG DAY CARE 101-400-801.00	PLANNING-CONTRACTED PLANNER EXPENSE	11/10/2021 BRENT KILPELA	12/10/2021	225.00	0.00	Paid	Y 11/29/2021
2162978	20452	CARLSLE WORTMAN ASSOC, INC. GENERAL CONSULTATION 101-400-801.00	PLANNING-CONTRACTED PLANNER EXPENSE	11/10/2021 BRENT KILPELA	12/10/2021	1,105.00	0.00	Paid	Y 11/29/2021
210715	20453	SPICER GROUP BD Bond Refund 101-000-203.00	BSP21-0005	11/29/2021 BRENT KILPELA	12/06/2021	1,311.00	0.00	Paid	Y 11/29/2021
11/12/2021	20454	DTE ENERGY 271 E HIGHLAND NOV 2021 592-442-920.00	WWTP ELECTRICITY EXPENSE	11/12/2021 BRENT KILPELA	12/06/2021	11.95	0.00	Paid	Y 11/29/2021
11/09/2021	20455	DTE ENERGY 1034 AUSTIN CT NOV 2021 592-442-920.00	WWTP ELECTRICITY EXPENSE	11/09/2021 BRENT KILPELA	12/01/2021	311.38	0.00	Paid	Y 11/29/2021
11/09/2021	20456	DTE ENERGY 1575 N BURKHART NOV 2021 592-442-920.00	WWTP ELECTRICITY EXPENSE	11/09/2021 BRENT KILPELA	12/01/2021	426.94	0.00	Paid	Y 11/29/2021

INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

User: BRENT KILPELA
 DB: Howell Twp
 Vendor Description
 Inv Num GL Distribution
 Inv Ref#

Inv Num	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlnized Post Date
11/09/2021 20457	DTE ENERGY 1222 PACKARD DR NOV 2021 592-442-920.00	11/09/2021 BRENT KILPELA WWTP ELECTRICITY EXPENSE	12/01/2021	3,601.08	0.00	Paid	Y 11/29/2021
11/09/2021 20458	DTE ENERGY 2559 W GRAND RIVER NOV 2021 592-442-920.00	11/09/2021 BRENT KILPELA WWTP ELECTRICITY EXPENSE	12/01/2021	236.52	0.00	Paid	Y 11/29/2021
11/09/2021 20459	DTE ENERGY 1216 PACKARD NOV 2021 592-442-920.00	11/09/2021 BRENT KILPELA WWTP ELECTRICITY EXPENSE	12/01/2021	37.39	0.00	Paid	Y 11/29/2021
11/09/2021 20460	DTE ENERGY 3888 OAKGROVE NOV 2021 592-442-920.00	11/09/2021 BRENT KILPELA WWTP ELECTRICITY EXPENSE	12/01/2021	167.32	0.00	Paid	Y 11/29/2021
11/11/2021 20461	DTE ENERGY 2700 TOOLEY NOV 2021 592-442-920.00	11/11/2021 BRENT KILPELA WWTP ELECTRICITY EXPENSE	12/03/2021	191.33	0.00	Paid	Y 11/29/2021
517552195611 20462	AT&T 517 552-1956 DEC 2021 592-442-850.00	11/13/2021 BRENT KILPELA WWTP TELEPHONE EXPENSE	12/06/2021	68.94	0.00	Paid	Y 11/29/2021
S6-77837 20463	CUMMINS BRIDGEWAY, LLC CONTROL BOARD REPLACEMENT 592-442-930.00	11/03/2021 BRENT KILPELA WWTP EQUIPMENT REPAIR EXPENSE	12/03/2021	4,442.28	0.00	Paid	Y 11/29/2021
203765842086 20464	CONSUMERS ENERGY TWP HALL DEC 2021 101-265-922.00	11/19/2021 BRENT KILPELA TWP HALL NATURAL GAS EXPENSE	12/15/2021	228.38	0.00	Paid	Y 12/01/2021
11/22/2021 20465	COMCAST DECEMBER 2021 101-265-850.00	11/22/2021 BRENT KILPELA TWP HALL TELEPHONE EXPENSE	12/13/2021	431.47	0.00	Paid	Y 12/01/2021
206346373487 20466	CONSUMERS ENERGY 391 N BURKHART DEC 2021 592-442-922.00	11/19/2021 BRENT KILPELA WWTP NATURAL GAS EXPENSE	12/14/2021	23.30	0.00	Paid	Y 12/01/2021
202875922787 20467	CONSUMERS ENERGY 1222 PACKARD DEC 2021 592-442-922.00	11/19/2021 BRENT KILPELA WWTP NATURAL GAS EXPENSE	12/14/2021	179.72	0.00	Paid	Y 12/01/2021

User: BRENT KILPELA
 DB: Howell Twp
 Vendor Description
 Inv Num GL Distribution
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Inv Num	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlnized Post Date
206168504594							
20468	CONSUMERS ENERGY 2571 OAKGROVE DEC 2021 592-442-922.00	11/19/2021 BRENT KILPELA	12/14/2021	105.60	0.00	Paid	Y 12/01/2021
	WWTP NATURAL GAS EXPENSE			105.60			
628556							
20469	KENNEDY INDUSTRIES INC PLUS 1 PROGRAM YEAR 5 592-442-801.00	11/29/2021 BRENT KILPELA	12/29/2021	7,252.00	0.00	Paid	Y 12/01/2021
	WWTP CONTRACTED SERVICES EXPENSE			7,252.00			
20221001							
20470	MISS DIG SYSTEMS INC MEMBERSHIP FEE 592-442-962.00	11/30/2021 BRENT KILPELA	12/30/2021	1,801.13	0.00	Paid	Y 11/30/2021
	WWTP MISS DIG FEES EXPENSE			1,801.13			
67423							
20471	ECONO PRINT 2021 WINTER TAX BILLS 101-253-726.01	11/29/2021 BRENT KILPELA	12/01/2021	1,014.86	0.00	Paid	Y 12/01/2021
	TREASURER POSTAGE			1,014.86			
5592							
20472	PERFECT MAINTENANCE DECEMBER CLEANING 101-265-775.00	11/30/2021 BRENT KILPELA	12/01/2021	175.00	0.00	Paid	Y 12/01/2021
	TWP HALL OFFICE CLEANING EXPENSE			175.00			
62560							
20473	FAHEY SCHULTZ BURZYCH RHODES PLC GENERAL 101-268-801.01	11/29/2021 BRENT KILPELA	12/01/2021	4,273.50	0.00	Paid	Y 12/01/2021
	TWP AT LARGE LEGAL EXPENSE			4,273.50			
62561							
20474	FAHEY SCHULTZ BURZYCH RHODES PLC OAKLAND TACTICAL 101-268-801.01	11/29/2021 BRENT KILPELA	12/01/2021	8,108.50	0.00	Paid	Y 12/01/2021
	TWP AT LARGE LEGAL EXPENSE			8,108.50			
62562							
20475	FAHEY SCHULTZ BURZYCH RHODES PLC PERSONNEL ISSUES 101-268-801.01	11/29/2021 BRENT KILPELA	12/01/2021	932.50	0.00	Paid	Y 12/01/2021
	TWP AT LARGE LEGAL EXPENSE			932.50			
62563							
20476	FAHEY SCHULTZ BURZYCH RHODES PLC RAINBOW 101-268-801.01	11/29/2021 BRENT KILPELA	12/01/2021	4,522.50	0.00	Paid	Y 12/01/2021
	TWP AT LARGE LEGAL EXPENSE			4,522.50			
210713							
20477	SPICER GROUP RFP WORK 592-442-801.00	11/19/2021 BRENT KILPELA	12/01/2021	4,927.75	0.00	Paid	Y 12/01/2021
	WWTP CONTRACTED SERVICES EXPENSE			4,927.75			
23188971							
20478	POWERVAC JET/VAC PIT 592-442-801.00	10/25/2021 BRENT KILPELA	12/01/2021	5,590.00	0.00	Paid	Y 12/01/2021
	WWTP CONTRACTED SERVICES EXPENSE			5,590.00			

INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

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Inv Num	Inv Ref#	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
20479	11/22/2021	BRENT KILPELA	12/01/2021	765.00	0.00	Paid	12/01/2021
LIVINGSTON COUNTY TREASURER							
MOBILE HOME FEES							
TRUST MOBILE HOME TAX PAYABLE							
20480	12/01/2021	BRENT KILPELA	12/08/2021	646.00	0.00	Paid	12/01/2021
BMHOG21-0003 - PMHOG21-003							
20481	12/01/2021	BRENT KILPELA	12/08/2021	646.00	0.00	Paid	12/01/2021
BMHOG21-0004							
20482	12/01/2021	BRENT KILPELA	12/08/2021	1,120.00	0.00	Paid	12/01/2021
BMHOG21-0005							
20483	12/01/2021	BRENT KILPELA	12/01/2021	1,764.27	0.00	Paid	12/01/2021
HOWELL PUBLIC SCHOOLS							
2021 SUMMER TAXES 11/16 - 11/30/20							
TAX DUE TO HOWELL SCHLS DEBT SUMMER							
20484	12/01/2021	BRENT KILPELA	12/01/2021	3,432.98	0.00	Paid	12/01/2021
HOWELL PUBLIC SCHOOLS							
2021 SUMMER TAXES 11/16 - 11/30/20							
TAX DUE TO HOWELL SCHLS OPER SUMMER							
20485	12/01/2021	BRENT KILPELA	12/01/2021	1,561.23	0.00	Paid	12/01/2021
LIVINGSTON COUNTY TREASURER							
2021 SUMMER TAXES 11/16 - 11/30/20							
TAX DUE TO COUNTY SET SUMMER							
20486	12/01/2021	BRENT KILPELA	12/01/2021	10,269.61	0.00	Paid	12/01/2021
STATE OF MICHIGAN							
2021 SUMMER TAXES 11/16 - 11/30/20							
TAX DUE TO STATE IFT SET SUMMER							
TAX DUE TO STATE IFT SCHL OPER SUMMER							
20487	12/01/2021	BRENT KILPELA	12/01/2021	2,130.97	0.00	Paid	12/01/2021
LIV EDUC SERVICE AGENCY							
2021 SUMMER TAXES 11/16 - 11/30/20							
TAX DUE TO LESA SUMMER							
20488	12/01/2021	BRENT KILPELA	12/01/2021	2,135.96	0.00	Paid	12/01/2021
LIVINGSTON COUNTY TREASURER							
2021 SUMMER TAXES 11/16 - 11/30/20							
TAX DUE TO COUNTY SUMMER							
20489	12/01/2021	BRENT KILPELA	12/15/2021	180.00	0.00	Paid	12/06/2021
HALLAHAN & ASSOCIATES, P.C.							
TANGER PROPERTY APPEAL							

INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

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 Inv Num: 101-209-801.00
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Inv Num	Vendor	Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
12/06/2021		ASSESSING LEGAL (CONTRACT SVC) EXPENSE			180.00			
20490	MICHIGAN ASSESSOR ASSOCIATION	BRENT KILPELA MAA MEMBERSHIP 2022	12/06/2021 BRENT KILPELA	12/31/2021	95.00	0.00	Paid	12/06/2021
		ASSESSING DUES & SUBSCRIPTION EXPENSE			95.00			
706942	CULLIGAN WATER	NOVEMBER WATER DELIVERY 4 JUGS	11/30/2021 BRENT KILPELA	12/30/2021	37.95	0.00	Paid	12/06/2021
20491		TWP HALL KITCHEN/BATH SUPPLIES EXPENSE			37.95			
84522	MASTER MEDIA	OFFICE SUPPLIES	12/01/2021 BRENT KILPELA	12/31/2021	95.05	0.00	Paid	12/06/2021
20492		TWP HALL OFFICE SUPPLIES EXPENSE			95.05			
3314709325								
20493	PITNEY BOWES GLOBAL FINANCIAL SERV.	QUARTERLY RENTAL 9/30 - 12/29/2021	11/25/2021 BRENT KILPELA	12/29/2021	384.57	0.00	Paid	12/06/2021
		TWP HALL OFFICE EQUIPMENT & REPAIR			384.57			
200043305854								
20494	DTE ENERGY	STREETLIGHTS	11/30/2021 BRENT KILPELA	12/29/2021	547.56	0.00	Paid	12/06/2021
		TWP AT LARGE STREETLIGHT EXPENSE			547.56			
6333249								
20495	U. S. BANK	AGENT FEE	11/24/2021 BRENT KILPELA	12/24/2021	300.00	0.00	Paid	12/06/2021
		592-854-992.03			300.00			
		SWR 11 PAYING AGENT FEE EXP						
6333252								
20496	U. S. BANK	AGENT FEE	11/24/2021 BRENT KILPELA	12/24/2021	300.00	0.00	Paid	12/06/2021
		592-853-991.02			300.00			
		SEWER 7 AGENT FEES						
6333251								
20497	U. S. BANK	AGENT FEE	11/24/2021 BRENT KILPELA	12/24/2021	300.00	0.00	Paid	12/06/2021
		592-852-992.03			300.00			
		SWR/WTR 8 BOND AGENT FEE EXP						
56-78905								
20498	CUMMINS BRIDGEWAY, LLC	SERVICE CALL	11/22/2021 BRENT KILPELA	12/22/2021	423.10	0.00	Paid	12/06/2021
		592-442-930.00			423.10			
		WWTP EQUIPMENT REPAIR EXPENSE						
517546516011								
20499	AT&T	517 546-5160 FOR DEC 2021	11/22/2021 BRENT KILPELA	12/16/2021	84.59	0.00	Paid	12/06/2021
		592-442-850.00			84.59			
		WWTP TELEPHONE EXPENSE						
517540695211								
20500	AT&T	517 540-6952 FOR DEC 2021	11/22/2021 BRENT KILPELA	12/16/2021	195.87	0.00	Paid	12/06/2021

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 GL Distribution
 592-442-850.00

Inv Num	Vendor	Description	GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
517540696311	WWTP TELEPHONE EXPENSE					195.87			
20501	AT&T	517 540-6963 FOR DEC 2021		11/22/2021 BRENT KILPELA	12/16/2021	217.37	0.00	Paid	Y 12/06/2021
		592-442-850.00		WWTP TELEPHONE EXPENSE		217.37			
150560912	AT&T	517 540-6947 FOR DEC 2021		11/19/2021 BRENT KILPELA	12/12/2021	244.88	0.00	Paid	Y 12/06/2021
20502		592-442-850.00		WWTP TELEPHONE EXPENSE		244.88			
517540694711	AT&T	517 540-6947 FOR DEC 2021		11/22/2021 BRENT KILPELA	12/16/2021	82.06	0.00	Paid	Y 12/06/2021
20503		592-442-850.00		WWTP TELEPHONE EXPENSE		82.06			
517540124111	AT&T	517 540-1241 FOR DEC 2021		11/22/2021 BRENT KILPELA	12/16/2021	110.52	0.00	Paid	Y 12/06/2021
20504		592-442-850.00		WWTP TELEPHONE EXPENSE		110.52			
7021	TRUE VALUE HARDWARE			12/01/2021 BRENT KILPELA	12/15/2021	109.90	0.00	Paid	Y 12/06/2021
20505	ROCK SALT (10 BAGS)			12/01/2021 BRENT KILPELA		109.90			
	592-442-956.00			WWTP MISCELLANEOUS EXPENSE					
761-10667328	STATE OF MICHIGAN - EGLE			11/23/2021 BRENT KILPELA	12/29/2021	1,950.00	0.00	Paid	Y 12/06/2021
20506	NPDES ANNUAL PERMIT FEE 2022 MI005			11/23/2021 BRENT KILPELA		1,950.00			
	592-442-966.00			WWTP STATE OF MICHIGAN EXPENSE					
12/6/2021	HOWELL TOWNSHIP			12/06/2021 BRENT KILPELA	12/31/2021	1,456.44	0.00	Paid	Y 12/06/2021
20507	4706-12-300-009 DRAINS			12/06/2021 BRENT KILPELA		1,456.44			
	592-442-956.00			WWTP MISCELLANEOUS EXPENSE					
12/6/2021	HOWELL TOWNSHIP			12/06/2021 BRENT KILPELA	12/29/2021	33.04	0.00	Paid	Y 12/06/2021
20508	4706-08-200-011 MARR DRAIN			12/06/2021 BRENT KILPELA		33.04			
	592-442-956.00			WWTP MISCELLANEOUS EXPENSE					
12/08/2021	LAKEY, BRIAN & HEIDI			12/08/2021 BRENT KILPELA	12/15/2021	45.34	0.00	Paid	Y 12/06/2021
20509	UB refund for account: 0000002515-			12/08/2021 BRENT KILPELA		45.34			
	592-000-214.89			SEWER METERED		32.34			
	592-000-214.89			WATER METERED		8.89			
	592-000-214.89			READY TO SERVE		4.11			
316676	APEX SOFTWARE			11/27/2021 BRENT KILPELA	12/27/2021	470.00	0.00	Paid	Y 12/08/2021
20510	ANNUAL MAINTENANCE			11/27/2021 BRENT KILPELA		470.00			
	101-209-727.00			ASSESSING SUPPLIES EXPENSE					

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

Inv Ref#	Vendor Description	GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
7089								
20511	TRUE VALUE HARDWARE KEYS, LUBE, SCREWDRIIVER, SWITCH 592-442-956.00		12/07/2021 BRENT KILPELA	12/15/2021	79.53	0.00	Paid	Y 12/08/2021
12/09/2021								
20512	HOLLIS, KAPIS UB refund for account: 0000002410 SEWER METERED 592-000-214.89 592-000-214.89 READY TO SERVE		12/09/2021 BRENT KILPELA	12/16/2021	45.34 40.14 5.20	0.00	Paid	Y 12/09/2021
12/3/2021								
20513	DTE ENERGY 2571 OAKGROVE DEC 2021 592-442-920.00		12/03/2021 BRENT KILPELA	12/27/2021	406.62	0.00	Paid	Y 12/13/2021
12/06/2021								
20514	DTE ENERGY 391 N BURKHART DEC 2021 592-442-920.00		12/06/2021 BRENT KILPELA	12/28/2021	188.65	0.00	Paid	Y 12/13/2021
12/06/2021								
20515	DTE ENERGY 1009 N BURKHART DEC 2021 592-442-920.00		12/06/2021 BRENT KILPELA	12/28/2021	148.28	0.00	Paid	Y 12/13/2021
0004263565								
20516	LIVINGSTON DAILY PRESS & ARGUS NOVEMBER PUBLICATIONS 101-412-900.00		12/01/2021 BRENT KILPELA	12/20/2021	160.00	0.00	Paid	Y 12/13/2021
84547								
20517	MASTER MEDIA OFFICE SUPPLIES 101-265-727.01		12/07/2021 BRENT KILPELA	12/31/2021	197.67	0.00	Paid	Y 12/13/2021
3345								
20518	COMPLETE OUTDOOR SERVICES, INC. CEMETERY MAINT (8 OF 8) 101-276-931.00		12/08/2021 BRENT KILPELA	12/23/2021	546.75	0.00	Paid	Y 12/13/2021
21831139								
20519	GUARDIAN ALARM MONITORING 1/1/22 - 6/30/22 101-265-930.01		12/13/2021 BRENT KILPELA	12/31/2021	793.92	0.00	Paid	Y 12/14/2021
4104549292								
20520	CINTAS CORPORATION BLUE MATS 101-265-775.00		12/14/2021 BRENT KILPELA	12/24/2021	81.47	0.00	Paid	Y 12/14/2021
2163305								
20521	CARLISLE WORTMAN ASSOC, INC. BD Bond Refund		12/14/2021 BRENT KILPELA	12/21/2021	660.00	0.00	Paid	Y 12/14/2021

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2163306								
20522	CARLISLE WORTMAN ASSOC, INC. BD Bond Refund	101-000-203.00	12/14/2021 BRENT KILPELA	12/21/2021	90.00	0.00	Paid	Y 12/14/2021
			BSP21-0006		660.00			
2163304								
20523	CARLISLE WORTMAN ASSOC, INC. GENERAL CONSULTATION	101-000-203.00	12/10/2021 BRENT KILPELA	12/31/2021	710.00	0.00	Paid	Y 12/14/2021
			BSP20-0003		90.00			
2163303								
20524	CARLISLE WORTMAN ASSOC, INC. BALOG DAY CARE	101-400-801.00	12/10/2021 BRENT KILPELA	12/31/2021	30.00	0.00	Paid	Y 12/14/2021
			PLANNING-CONTRACTED PLANNER EXPENSE		30.00			
12/16/2021								
20525	CORELOGIC CENTRALIZED REFUNDS 2021 Sum Tax Refund	4706-03-200-02	12/16/2021 BRENT KILPELA	12/23/2021	2,703.36	0.00	Paid	Y 12/16/2021
			TAX DUE TO TAXPAYERS		2,703.36			
12/16/2021								
20526	CORELOGIC CENTRALIZED REFUNDS 2021 Sum Tax Refund	4706-05-300-01	12/16/2021 BRENT KILPELA	12/23/2021	1,698.01	0.00	Paid	Y 12/16/2021
			TAX DUE TO TAXPAYERS		1,698.01			
12/16/2021								
20527	CORELOGIC CENTRALIZED REFUNDS 2021 Sum Tax Refund	4706-13-301-12	12/16/2021 BRENT KILPELA	12/23/2021	2,317.95	0.00	Paid	Y 12/16/2021
			TAX DUE TO TAXPAYERS		2,317.95			
12/16/2021								
20528	CORELOGIC CENTRALIZED REFUNDS 2021 Sum Tax Refund	4706-33-300-00	12/16/2021 BRENT KILPELA	12/23/2021	2,096.16	0.00	Paid	Y 12/16/2021
			TAX DUE TO TAXPAYERS		2,096.16			
12/16/2021								
20529	HOWELL PUBLIC SCHOOLS 2021 SUMMER TAXES	12/1/21-12/15/21	12/16/2021 BRENT KILPELA	12/31/2021	1,057.28	0.00	Paid	Y 12/16/2021
			TAX DUE TO HOWELL SCHLS DEBT SUMMER		1,057.28			
12/16/2021								
20530	LIVINGSTON COUNTY TREASURER 2021 SUMMER TAXES	12/1/21-12/15/21	12/16/2021 BRENT KILPELA	12/31/2021	2,306.87	0.00	Paid	Y 12/16/2021
			TAX DUE TO COUNTY SET SUMMER		2,306.87			
12/16/2021								
20531	LIV EDUC SERVICE AGENCY 2021 SUMMER TAXES	12/1/21-12/15/21	12/16/2021 BRENT KILPELA	12/31/2021	1,242.41	0.00	Paid	Y 12/16/2021
			TAX DUE TO LESA SUMMER		1,242.41			
12/16/2021								
20532	LIVINGSTON COUNTY TREASURER 2021 SUMMER TAXES	12/1/21-12/15/21	12/16/2021 BRENT KILPELA	12/31/2021	1,245.34	0.00	Paid	Y 12/16/2021

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12/16/2021 20533	703-000-228.00 TAX DUE TO COUNTY SUMMER LIVINGSTON COUNTY TREASURER 2021 WINTER TAXES 12/1/21-12/16/21 BRENT KILPELA 703-000-228.90 TAX DUE TO COUNTY WINTER	12/16/2021 BRENT KILPELA	12/31/2021	1,245.34 19,624.73 19,624.73	0.00	Paid	Y 12/16/2021
12/16/2021 20534	HOWELL PUBLIC SCHOOLS 2021 WINTER TAXES 12/1/21-12/16/21 BRENT KILPELA 703-000-225.91 TAX DUE TO HOWELL SCHLS DEBT WINTER	12/16/2021 BRENT KILPELA	12/31/2021	65,740.16 65,740.16	0.00	Paid	Y 12/16/2021
12/16/2021 20535	HOWELL CARNEGIE LIBRARY 2021 WINTER TAXES 12/1/21-12/16/21 BRENT KILPELA 703-000-223.90 TAX DUE TO HOWELL LIBRARY WINTER	12/16/2021 BRENT KILPELA	12/31/2021	24,817.46 24,817.46	0.00	Paid	Y 12/16/2021
12/16/2021 20536	FOWLerville SCHOOLS 2021 WINTER TAXES 12/1/21-12/16/21 BRENT KILPELA 703-000-226.91 TAX DUE TO FOWL SCHLS DEBT WINTER	12/16/2021 BRENT KILPELA	12/31/2021	11,058.83 11,058.83	0.00	Paid	Y 12/16/2021
12/16/2021 20537	FOWLerville DIST LIBRARY 2021 WINTER TAXES 12/1/21-12/16/21 BRENT KILPELA 703-000-223.91 TAX DUE TO FOWL LIBRARY WINTER	12/16/2021 BRENT KILPELA	12/31/2021	1,546.17 1,546.17	0.00	Paid	Y 12/16/2021
12/16/2021 20538	HOWELL AREA FIRE AUTHORITY 2021 WINTER TAXES 12/1/21-12/16/21 BRENT KILPELA 703-000-234.90 TAX DUE TO HOWELL FIRE WINTER	12/16/2021 BRENT KILPELA	12/31/2021	35,779.34 35,779.34	0.00	Paid	Y 12/16/2021
51831248 20539	TETRA TECH INC BD Bond Refund 101-000-203.00 BSP21-0006	12/16/2021 BRENT KILPELA	12/23/2021	2,163.75 2,163.75	0.00	Paid	Y 12/16/2021
63618 20540	MICRO WORKS COMPUTING, INC N-ABLE TAKE CONTROL LICENSE 101-265-728.00 TWP HALL COMPUTER SUPPORT EXPENSE	12/07/2021 BRENT KILPELA	12/27/2021	600.00 600.00	0.00	Paid	Y 12/16/2021
12/10/2021 20541	DTE ENERGY TWP HALL DEC 2021 101-265-920.00 TWP HALL ELECTRICITY EXPENSE	12/10/2021 BRENT KILPELA	12/31/2021	365.99 365.99	0.00	Paid	Y 12/16/2021
51831246 20542	TETRA TECH INC MULTI-USE PATHWAY FEASIBILITY 101-447-801.00 ENGINEERING CONTRACTED SVCS EXPENSE	12/13/2021 BRENT KILPELA	12/31/2021	812.13 812.13	0.00	Paid	Y 12/16/2021
12/10/2021 20543	DTE ENERGY 1575 N BURKHART DEC 2021	12/10/2021 BRENT KILPELA	12/31/2021	589.49	0.00	Paid	Y 12/16/2021

User: BRENT KILPELA
 DB: Howell Twp
 Inv Num
 Inv Ref#

Vendor
 Description
 GL Distribution
 592-442-920.00

Inv Date
 Entered By

Due Date

Inv Amt

Amt Due

Status

Jrnlized
 Post Date

12/14/2021	20563	DTE ENERGY 2700 TOOLEY RD DEC 2021 592-442-920.00	12/14/2021 BRENT KILPELA	12/30/2021	294.87	0.00	Paid	Y	12/21/2021
84586	20564	MASTER MEDIA SELF SET CLOCK (BOARD ROOM) 101-265-727.01	12/15/2021 BRENT KILPELA	12/30/2021	71.10	0.00	Paid	Y	12/21/2021
12/22/2021	20565	LAKE TRUST CREDIT UNION UB refund for account: 0626100035 592-000-214.89	12/22/2021 BRENT KILPELA	12/29/2021	14.01	0.00	Paid	Y	12/21/2021
12/22/2021	20566	JONATHAN HOHENSTEIN TREASURER EXPENSES 101-253-860.00 101-253-801.01 101-265-801.01	12/22/2021 BRENT KILPELA	12/28/2021	649.26	0.00	Paid	Y	12/28/2021
001292494271	20567	MUTUAL OF OMAHA INSURANCE COMPANY JAN 2022 101-265-721.00	12/16/2021 BRENT KILPELA	12/28/2021	168.63	0.00	Paid	Y	12/28/2021
8/16/2021	20568	BENEFIT PLAN SERVICES 7/1/2020 - 6/30/2021 REPORTS 101-265-722.00	08/16/2021 BRENT KILPELA	12/28/2021	1,500.00	0.00	Paid	Y	12/28/2021
205367716381	20569	CONSUMERS ENERGY 391 N BURKHART JAN 2022 592-442-922.00	12/18/2021 BRENT KILPELA	12/28/2021	49.53	0.00	Paid	Y	12/28/2021
202520019304	20570	CONSUMERS ENERGY 1222 PACKARD JAN 2022 592-442-922.00	12/20/2021 BRENT KILPELA	12/28/2021	394.35	0.00	Paid	Y	12/28/2021
12/29/2021	20571	BRENT KILPELA ASSESSOR EXPENSES 101-209-860.00	12/29/2021 BRENT KILPELA	12/29/2021	31.36	0.00	Paid	Y	12/29/2021
12/28/2021	20572	JONATHAN HOHENSTEIN TREASURER EXPENSES 101-253-860.00	12/28/2021 BRENT KILPELA	12/29/2021	4.26	0.00	Paid	Y	12/28/2021

INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

User: BRENT KILPELA
 DB: Howell Twp
 Vendor Description
 Inv Num GL Distribution
 Inv Ref#

Inv Num	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
203943883380 20573	CONSUMERS ENERGY TWP HALL JAN 2022 101-265-922.00	12/20/2021 BRENT KILPELA	01/18/2022	402.82	0.00	Paid	Y 12/28/2021
12/28/2021 20574	TWP HALL NATURAL GAS EXPENSE 101-265-922.00			402.82			
12/28/2021 20574	JEAN GRAHAM CLERK EXPENSES 101-215-860.00	12/28/2021 BRENT KILPELA	12/29/2021	30.07	0.00	Paid	Y 12/28/2021
12/29/2021 20575	CLERK MILEAGE & EXPENSES 101-215-860.00			30.07			
12/29/2021 20575	CAROL MAKUSHIK DEPUTY TREASURER EXPENSES 101-253-860.00	12/29/2021 BRENT KILPELA	12/29/2021	76.61	0.00	Paid	Y 12/29/2021
2020-0076.3 20576	TREASURER MILEAGE & EXPENSES 101-253-860.00			76.61			
2020-0076.2 20577	CSM MECHANICAL, LLC FINAL RETAINAGE - GRAND RIVER PUMP SEWER SYSTEM 592-000-154.00	12/29/2021 BRENT KILPELA	12/29/2021	5,000.00	0.00	Paid	Y 12/29/2021
2020-0076.2 20577	SEWER SYSTEM 592-000-154.00			5,000.00			
206435358146 20578	CSM MECHANICAL, LLC ADDITIONAL WORK PLUS RETAINAGE - G SEWER SYSTEM 592-000-154.00	12/29/2021 BRENT KILPELA	12/29/2021	38,826.94	0.00	Paid	Y 12/29/2021
206435358146 20578	SEWER SYSTEM 592-000-154.00			38,826.94			
150560912 20579	CONSUMERS ENERGY 2571 OAKGROVE JAN 2022 592-442-922.00	12/22/2021 BRENT KILPELA	01/18/2022	109.94	0.00	Paid	Y 12/29/2021
150560912 20579	WWTP NATURAL GAS EXPENSE 592-442-922.00			109.94			
150560912 20579	AT&T WWTP JAN 2022 592-442-850.00	12/19/2021 BRENT KILPELA	01/09/2022	241.89	0.00	Paid	Y 12/29/2021
150560912 20579	WWTP TELEPHONE EXPENSE 592-442-850.00			241.89			

of Invoices: 126 # Due: 0 Totals: 361,985.84
 # of Credit Memos: 0 # Due: 0 Totals: 0.00

Net of Invoices and Credit Memos: 361,985.84
 (Agrees with Check Register) BK

Inv Num	Vendor	Description	GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---									
101	GENERAL FUND					35,572.28	0.00		
592	SWR/WTR					128,707.47	0.00		
701	TRUST & AGENCY					3,177.00	0.00		
703	TAX FUND					194,529.09	0.00		
--- TOTALS BY DEPT/ACTIVITY ---									
000	OTHER					257,534.47	0.00		
209	ASSESSING					776.36	0.00		
215	CLERK					84.53	0.00		
253	TREASURER					1,637.25	0.00		
265	TOWNSHIP HALL					6,253.95	0.00		
268	TOWNSHIP AT LARGE					18,384.56	0.00		
276	CEMETERY					546.75	0.00		
400	PLANNING COMMISSION					2,070.00	0.00		
412	BOARD OF APPEALS					160.00	0.00		
442	WWTP					72,825.84	0.00		
447	ENGINEERING					812.13	0.00		
852	SEWER/WATER 8					300.00	0.00		
853	SEWER 7					300.00	0.00		
854	SEWER/WATER 11					300.00	0.00		

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL FUND CHECKING				
12/01/2021	GEN	101001728(E)	COMCAST	431.47
12/01/2021	GEN	101001729(E)	CONSUMERS ENERGY	228.38
12/01/2021	GEN	101001730(E)	DTE ENERGY	386.31
12/01/2021	GEN	17952	CARLISLE WORTMAN ASSOC, INC.	1,952.00
12/01/2021	GEN	17953	ECONO PRINT	1,014.86
12/01/2021	GEN	17954	FAHEY SCHULTZ BURZYCH RHODES PLC	17,837.00
12/01/2021	GEN	17955	MICRO WORKS COMPUTING, INC	75.00
12/01/2021	GEN	17956	MUTUAL OF OMAHA INSURANCE COMPANY	150.88
12/01/2021	GEN	17957	PERFECT MAINTENANCE	175.00
12/01/2021	GEN	17958	SPICER GROUP	1,311.00
12/15/2021	GEN	101001731(E)	DTE ENERGY	547.56 V
			Void Reason: NEEDS TO BE PHYSICAL CHECK	
12/15/2021	GEN	17959	APEX SOFTWARE	470.00
12/15/2021	GEN	17960	CARLISLE WORTMAN ASSOC, INC.	1,490.00
12/15/2021	GEN	17961	CINTAS CORPORATION	81.47
12/15/2021	GEN	17962	COMPLETE OUTDOOR SERVICES, INC.	546.75
12/15/2021	GEN	17963	CULLIGAN WATER	37.95
12/15/2021	GEN	17964	GUARDIAN ALARM	793.92
12/15/2021	GEN	17965	HALLAHAN & ASSOCIATES, P.C.	180.00
12/15/2021	GEN	17966	LIVINGSTON DAILY PRESS & ARGUS	160.00
12/15/2021	GEN	17967	MICHIGAN ASSESSOR ASSOCIATION	95.00
12/15/2021	GEN	17968	MASTER MEDIA	292.72
12/15/2021	GEN	17969	PITNEY BOWES GLOBAL FINANCIAL SERV.	384.57
12/15/2021	GEN	17970	DTE ENERGY	547.56
12/29/2021	GEN	101001732(E)	CONSUMERS ENERGY	402.82
12/29/2021	GEN	101001733(E)	DTE ENERGY	365.99
12/29/2021	GEN	17971	BENEFIT PLAN SERVICES	1,500.00
12/29/2021	GEN	17972	JEAN GRAHAM	30.07
12/29/2021	GEN	17973	JONATHAN HOHENSTEIN	653.52
12/29/2021	GEN	17974	BRENT KILPELA	31.36
12/29/2021	GEN	17975	CAROL MAKUSHIK	76.61
12/29/2021	GEN	17976	MASTER MEDIA	71.10
12/29/2021	GEN	17977	MICRO WORKS COMPUTING, INC	600.00
12/29/2021	GEN	17978	TERESA MURRISH	54.46
12/29/2021	GEN	17979	MUTUAL OF OMAHA INSURANCE COMPANY	168.63
12/29/2021	GEN	17980	TETRA TECH INC	2,975.88

GEN TOTALS:

Total of 35 Checks:	36,119.84
Less 1 Void Checks:	547.56
Total of 34 Disbursements:	35,572.28

Bank T&A TRUST & AGENCY CHECKING

12/01/2021	T&A	3508	MHOG	2,412.00
12/01/2021	T&A	3509	LIVINGSTON COUNTY TREASURER	765.00

T&A TOTALS:

Total of 2 Checks:	3,177.00
Less 0 Void Checks:	0.00
Total of 2 Disbursements:	3,177.00

Bank TAX TAX CHECKING

12/01/2021	TAX	5607	HOWELL PUBLIC SCHOOLS	1,764.27
12/01/2021	TAX	5608	HOWELL PUBLIC SCHOOLS	3,432.98
12/01/2021	TAX	5609	LIV EDUC SERVICE AGENCY	2,130.97
12/01/2021	TAX	5610	STATE OF MICHIGAN	10,269.61
12/01/2021	TAX	5611	LIVINGSTON COUNTY TREASURER	1,561.23
12/01/2021	TAX	5612	LIVINGSTON COUNTY TREASURER	2,135.96
12/16/2021	TAX	5613	CORELOGIC CENTRALIZED REFUNDS	8,815.48
12/16/2021	TAX	5614	FOWLerville DIST LIBRARY	1,546.17
12/16/2021	TAX	5615	FOWLerville SCHOOLS	11,058.83
12/16/2021	TAX	5616	HOWELL AREA FIRE AUTHORITY	35,779.34
12/16/2021	TAX	5617	HOWELL CARNEGIE LIBRARY	24,817.46
12/16/2021	TAX	5618	HOWELL PUBLIC SCHOOLS	1,057.28
12/16/2021	TAX	5619	HOWELL PUBLIC SCHOOLS	65,740.16
12/16/2021	TAX	5620	LIV EDUC SERVICE AGENCY	1,242.41
12/16/2021	TAX	5621	LIVINGSTON COUNTY TREASURER	2,306.87
12/16/2021	TAX	5622	LIVINGSTON COUNTY TREASURER	1,245.34
12/16/2021	TAX	5623	LIVINGSTON COUNTY TREASURER	19,624.73

TAX TOTALS:

Check Date	Bank	Check	Vendor Name	Amount
Total of 17 Checks:				194,529.09
Less 0 Void Checks:				0.00
Total of 17 Disbursements:				194,529.09

Bank UTYCK UTILITY CHECKING

12/01/2021	UTYCK	2823	CUMMINS BRIDGEWAY, LLC	4,442.28
12/01/2021	UTYCK	2824	KENNEDY INDUSTRIES INC	7,252.00
12/01/2021	UTYCK	2825	MISS DIG SYSTEMS INC	1,801.13
12/01/2021	UTYCK	2826	POWERVAC	5,590.00
12/01/2021	UTYCK	2827	SPICER GROUP	4,927.75
12/01/2021	UTYCK	590003492 (E)	AT&T	68.94
12/01/2021	UTYCK	590003493 (E)	CONSUMERS ENERGY	23.30
12/01/2021	UTYCK	590003494 (E)	CONSUMERS ENERGY	179.72
12/01/2021	UTYCK	590003495 (E)	CONSUMERS ENERGY	105.60
12/01/2021	UTYCK	590003496 (E)	DTE ENERGY	11.95
12/01/2021	UTYCK	590003497 (E)	DTE ENERGY	311.38
12/01/2021	UTYCK	590003498 (E)	DTE ENERGY	426.94
12/01/2021	UTYCK	590003499 (E)	DTE ENERGY	3,601.08
12/01/2021	UTYCK	590003500 (E)	DTE ENERGY	236.52
12/01/2021	UTYCK	590003501 (E)	DTE ENERGY	37.39
12/01/2021	UTYCK	590003502 (E)	DTE ENERGY	167.32
12/01/2021	UTYCK	590003503 (E)	DTE ENERGY	191.33
12/15/2021	UTYCK	2828	CUMMINS BRIDGEWAY, LLC	423.10
12/15/2021	UTYCK	2829	STATE OF MICHIGAN - EGLE	1,950.00
12/15/2021	UTYCK	2830	HOWELL TOWNSHIP	1,489.48
12/15/2021	UTYCK	2831	LAKEY, BRIAN & HEIDI	45.34
12/15/2021	UTYCK	2832	HOLLIS, KARIS	45.34
12/15/2021	UTYCK	2833	TRUE VALUE HARDWARE	189.43
12/15/2021	UTYCK	2834	U. S. BANK	300.00
12/15/2021	UTYCK	2835	U. S. BANK	300.00
12/15/2021	UTYCK	2836	U. S. BANK	300.00
12/15/2021	UTYCK	590003504 (E)	AT&T	84.59
12/15/2021	UTYCK	590003505 (E)	AT&T	195.87
12/15/2021	UTYCK	590003506 (E)	AT&T	217.37
12/15/2021	UTYCK	590003507 (E)	AT&T	244.88
12/15/2021	UTYCK	590003508 (E)	AT&T	82.06
12/15/2021	UTYCK	590003509 (E)	AT&T	110.52
12/15/2021	UTYCK	590003510 (E)	DTE ENERGY	406.62
12/15/2021	UTYCK	590003511 (E)	DTE ENERGY	188.65
12/15/2021	UTYCK	590003512 (E)	DTE ENERGY	148.28
12/29/2021	UTYCK	2837	CSM MECHANICAL, LLC	52,676.94
12/29/2021	UTYCK	2838	INFRAMARK, LLC	31,291.97
12/29/2021	UTYCK	2839	MHOG	2,200.00
12/29/2021	UTYCK	2840	LAKE TRUST CREDIT UNION	14.01
12/29/2021	UTYCK	590003513 (E)	AT&T	68.94
12/29/2021	UTYCK	590003514 (E)	AT&T	241.89
12/29/2021	UTYCK	590003515 (E)	CONSUMERS ENERGY	49.53
12/29/2021	UTYCK	590003516 (E)	CONSUMERS ENERGY	394.35
12/29/2021	UTYCK	590003517 (E)	CONSUMERS ENERGY	109.94
12/29/2021	UTYCK	590003518 (E)	DTE ENERGY	589.49
12/29/2021	UTYCK	590003519 (E)	DTE ENERGY	3,697.95
12/29/2021	UTYCK	590003520 (E)	DTE ENERGY	329.28
12/29/2021	UTYCK	590003521 (E)	DTE ENERGY	116.76
12/29/2021	UTYCK	590003522 (E)	DTE ENERGY	312.78
12/29/2021	UTYCK	590003523 (E)	DTE ENERGY	165.67
12/29/2021	UTYCK	590003524 (E)	DTE ENERGY	56.94
12/29/2021	UTYCK	590003525 (E)	DTE ENERGY	294.87

UTYCK TOTALS:

Total of 52 Checks:	128,707.47
Less 0 Void Checks:	0.00
Total of 52 Disbursements:	128,707.47

REPORT TOTALS:

Total of 106 Checks:	362,533.40
Less 1 Void Checks:	547.56
Total of 105 Disbursements:	361,985.84

*(Agrees with Invoice
Register BK*