

HOWELL TOWNSHIP BOARD MEETING  
3525 Byron Road  
Howell, MI 48855  
January 8, 2018  
6:30 P.M.

1. Call to Order.
2. Roll Call:           Mike Coddington       ( )                               Dar Howard       ( )  
                          Jean Graham           ( )                               Harold Melton   ( )  
                          Jonathan Hohenstein   ( )                              Sally Newstead  ( )  
                          Matthew Counts       ( )
3. Pledge of Allegiance:
4. Call to the Board:
5. Approval of the Minutes:  
    A. Regular Board Meeting, December 11, 2017  
    B. Closed Session, December 11, 2017
6. Correspondence:
7. Call to the Public:
8. Audit Financial Report, Year Ended June 30, 2017
9. Unfinished Business:  
    A. Commercial Realtors, Staff Recommendation
10. New Business:  
    A. Denise Pollicella from the Cannabis Attorneys  
    B. Deficit Elimination Plan  
    C. Appointment to the ZBA  
    D. Alternate for Board of Review  
    E. TLS Construction, Proposal  
    F. LESA, Collection of Summer School Taxes
11. Reports:  
    A. Supervisor   B. Treasurer       C. Clerk           D Zoning  
    E. Assessing   F. Fire Authority   G. MHOG           H. Planning Commission  
    I. Z B A        J. Website         K. WWTP           L. HAPRA
12. Call to the Public
13. Disbursements: Regular and Check Register
14. Adjournment:

# AGENDA ITEM

5A

**HOWELL TOWNSHIP BOARD REGULAR MEETING  
MINUTES**

Howell Township Hall  
December 11, 2017  
6:30. p.m.

**MEMBERS PRESENT:**

Mike Coddington	Supervisor
Jean Graham	Clerk
Jonathan Hohenstein	Treasurer
Matthew Counts	Trustee
Dar Howard	Trustee
Harold Melton	Trustee
Sally Newstead	Trustee

**MEMBERS ABSENT:**

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

Supervisor Coddington welcomed new Board Member Sally Newstead.

All rose for the Pledge of Allegiance.

**APPROVAL OF THE AGENDA: MOTION** by Howard, seconded by Melton, **“TO APPROVE THE DECEMBER 11, 2017 AGENDA AS PRESENTED.”** Motion carried.

**APPROVAL OF MINUTES:**

**MOTION** by Hohenstein, seconded by Graham, **“TO APPROVE THE NOVEMBER 13, 2017 REGULAR MEETING MINUTES AS CORRECTED: UNDER NEW BUSINESS, ITEM E, IN THE MOTION, INSERT THE WORD ‘ACCEPT’.”** Motion carried. (See November 13, 2017 Meeting Minutes)

**CORRESPONDENCE:**

See list.

**CALL TO THE PUBLIC:**

- Alex Hansen, 3513 Amber Oaks Drive – 1) Wanted to know about the Annual Clean-up Day and would like to participate. (We will put you on the list and contact you when we start preparing for the event.) 2) Wanted to know if the newly appointed Trustee gave her political persuasion when asked at the last meeting. (She did answer the question to the Boards satisfaction.) 3) Wanted to know the process for re-appointing the positions to the Planning Commission. (Normally the Board re-appoints members who have been on it because it takes time to get understanding and the training needed.) 4) Question the safety of the M-59 and Oak Grove intersection. Has concerns about the amount of accidents that happen there and not having a left-turn lane. (There was a study done and the State stated they did not see a need for a left-turn lane according to the traffic counts recorded. There has been some timing changes done on the light.) 5) Has concerns about the blind spot coming out of Oak Grove Meadows.
- Mike Tipton, 552 Olde English Circle – 1) Stated the number of participation for the Annual Clean-up Day was down. He would again like to help out with the project. (The public is welcomed to help, you will be added to the list.) 2) Wanted to know about the Board of Review. (The Board of Review will have its organization meeting tomorrow and you are welcomed to observe.) 3) Believes the Annual Audit in January, will show a 1.4 million dollar excess in operating budget that has accumulated over the last 4 to 5 years. He is interested in how those monies will be used because the uses are limited.

- Bill Park, 437 N. Burkhart Road – Stated he is a realtor. Wanted to know about agenda item 9B and why it was limited to Commercial Realtors. (The Board feels that the Commercial Realtors will have more knowledge of larger developments.) Mr. Park stated that there are 15,000 realtors in the MLS System. He believes that some of the non-commercial realtors can do just as good of a job in listing properties.
- Christian Bugeja from Chestnut Real Estate – Agrees with Mr. Park that it should be opened up to other realtors.

**UNFINISHED BUSINESS:**

**A. OFFICE EMERGENCY LIGHTS, BIDS**

Clerk Graham stated that the Township Hall's 22 emergency lights are failing. Most do not work at all. The Township has received bids from 3 different companies. Each company submitted two bids; one bid is to replace just the batteries and each unit takes 2 batteries. The 2<sup>nd</sup> bid is to replace the entire light unit. The bids for replacing the entire unit with LED lights is only slightly higher than replacing just the batteries in the old units. **MOTION** by Hohenstein, seconded by Howard, **"TO ACCEPT THE BID FROM CRAMPTON ELECTRIC CO TO REPLACE THE 22 EMERGENCY LIGHT UNITS, NOT TO EXCEED \$2,325.00."** Discussion followed. Motion carried.

**B. LISTING AGREEMENT FOR VACANT PROPERTIES SALES, COMMERCIAL REALTOR RESUMES**

Supervisor Coddington reminded the Board that at last month's meeting it was decided to put this out to other realtors. Each applicant's application should be looked over carefully. It was the consensus of the Board to allow the staff and a couple Board members to talk with the applicants. The staff are the ones who deal with the REU's and connection fees. Appointments will be set up in January. The staff should choose their top 3 applicants and then their top choice out of the 3. This will be brought back to February Meeting.

**NEW BUSINESS:**

**A. AGREEMENT FOR COLLECTION OF SUMMER SCHOOL TAXES**

Treasurer Hohenstein stated that the office has received the agreements with Howell Public Schools and Fowlerville Community Schools for collection of Summer Taxes at the rate of \$3.00 per parcel. We have not yet received the agreement from LESA.

- 1) **MOTION** by Hohenstein, seconded by Graham, **"TO ACCEPT THE AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES FOR HOWELL PUBLIC SCHOOLS AT \$3.00 PER PARCEL."** Discussion followed. Motion carried.
- 2) **MOTION** by Hohenstein, seconded by Howard, **"TO ACCEPT THE AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES FOR FOWLERVILLE COMMUNITY SCHOOLS AT \$3.00 PER PARCEL."** Discussion followed. Motion carried.

**B. SEWER/WATER SYSTEM EQUITY FEES**

- Treasurer Hohenstein stated that according to our ordinance, if the Board takes no action, the Water and Sewer Connection Fees automatically go up by 5% starting January 1, 2018. Howell Township has the lowest connection fees in the area. Discussion followed on how these fees are used. **MOTION** by Howard, seconded by Melton, **"TO LEAVE THE 2018 HOWELL TOWNSHIP WATER AND SEWER CONNECTION FEES AT THE SAME RATE OF \$4,830.00 EACH."** Discussion followed. Motion carried.
- Treasurer Hohenstein explained that there is a contradiction in the Township Ordinance #238, Section 6 that does not align with Ordinances #169 and #181. It was the consensus of the Board to take more time and get more clarification and bring this back to the Board.

C. 3<sup>rd</sup> AGREEMENT TO EXTEND LAND PURCHASE AGREEMENT, CHESTNUT DEVELOPMENT

Clerk Graham stated that Chestnut Development, LLC would like to extend the agreement until June 6, 2018. Supervisor added that this has to do with property over by Pineview Village with road and access issues and not the fault of Chestnut Development. **MOTION** by Hohenstein, seconded by Howard, **“TO ACCEPT THE 3<sup>RD</sup> AGREEMENT TO EXTEND LAND PURCHASE AGREEMENT WITH CHESTNUT DEVELOPMENT, LLC.”** Discussion followed.

D. 2018 MEETING CALANDER

The 2018 Howell Township Board Meeting Calendar was presented. **MOTION** by Hohenstein, seconded by Graham, **“TO ACCEPT THE 2018 BOARD MEETING CALENDAR AS PRESENTED.”** Motion carried.

E. RE-APPOINTMENT TO THE PLANNING COMMISSION

- There are 3 members on the Planning Commission whose terms expire at the end of December. Andrew Sloan, and Peter Manwiller. Also Martha Haglund who was just appointed to replace Commissioner Dale whose term is also ending December 31<sup>st</sup>. **MOTION** by Howard, seconded by Counts, **“TO APPOINT THE SLATE OF COMMISSIONERS OF; ANDREW SLOAN, PETER MANWILLER AND MARTHA HAGLUND TO THE HOWELL TOWNSHIP PLANNING COMMISSION WITH TERM EXPIRING DECEMBER 31, 2020.”** Discussion followed. Motion carried.
- Carolyn Eaton who recently resigned from the Township Board was the Board Alternate to the Planning Commission. Her appointment needs to be filled. Discussion followed. **MOTION** by Counts, seconded by Hohenstein, **“TO APPOINT DAR HOWARD AS THE ALTERNATE BOARD REPRESENTATIVE TO THE PLANNING COMMISSION.”** Discussion followed. Motion carried.

F. APPOINTMENT TO THE ZONING BOARD OF APPEALS

- Tom Knight who has been on the “ZBA” Zoning Board of Appeals for many years has decided not to seek re-appointment. His term ends December 31<sup>st</sup>. **MOTION** by Hohenstein, seconded by Counts, **“TO PLACE THIS POSTION IN THE LOCAL PAPER AND ON THE WEBSITE.”** Discussion followed. Motion carried.
- Previous Board Member Carolyn Eaton was the Board Representative to the ZBA. Her position needs to be refilled. **MOTION** by Counts, seconded by Graham, **“TO APPOINT SALLY NEWSTEAD AS THE BOARD REPRESENTATIVE TO THE ZBA.”** Discussion followed. Motion carried.

**RPORTS:**

A. SUPERVISOR:

(Coddington reported on the following item)

- That he is handling the normal phone calls and follow-ups.

B. TREASURER:

(Hohenstein reported on the following item)

- Starting to collect Winter Taxes.

C. CLERK:

(Graham reported on the following items)

- Employees C. Makushik would like to roll over 27 extra hours and D. Johnson would like to roll over 20 extra vacation hours. D. Johnson will be using a large portion of saved vacation hours in February. **MOTION** by Melton, seconded by Howard, **“TO ALLOW THE ROLL OVER OF**

**VACATION HOURS FOR C. MAKUSHIK AND D. JOHNSON AS REQUESTED.**” Discussion followed. Motion carried.

- The office shredder no longer works. There are certain documents that need to be cross shredded according to State Mandate Retention Schedule. The office manager is looking into new commercial shredders. They are running anywhere from \$1,300.00 to \$1,700.00. **MOTION** by Howard, seconded by Hohenstein, **“TO PURCHASE A NEW CROSS SHREDDER NOT TO EXCEED \$1,750.00.”** Discussion followed. Motion carried.
- Moving forward with the ACH program to do the water billing. There is no charge from the bank to the Township and the customers are not charged. It is a program where a residents can sign up to have their water/sewer bills automatically deducted every month from their bank accounts. It is possible that this could be up and running by February.
- Also looking into getting a machine that prints, folds and stuff envelopes for certain billings, instead of contracting this out.

D. ZONING:

(Prepared by Daus)

- See report.

E. ASSESSING:

(Prepared by Assessor Kilpela)

- See report.

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following item)

- See last month's report. No new meeting.

G. MHOG:

(Supervisor Coddington reported on the following item)

- See last month's report. No new meeting.

H. PLANNING COMMISSION:

(Counts reported on the following items)

- There was no November meeting.
- There is a Special Meeting tomorrow night for expansion on a parking lot.

I. ZONING BOARD OF APPEALS (ZBA):

(Howard reported on the following item)

- There was no meeting.

J. WEBSITE:

(Howard reported on the following item)

- The website is working well. The alert popups seemed to be a big help to the residents.

K. WWTP:

(Hohenstein reported on the following item)

- Greg Tatara attended his first WWTP Meeting since joining as a consultant.
- He would like to get all the lift stations and pipes in the GIS systems. Will talk with the WWTP Manager Livernois about this.

- A sludge value has been broken for a while, Mr. Tatara should have bids on this by next Board Meeting.
- Discussion followed on the GIS system

L. HAPRA:

(Graham reported on the following item)

- The new HAPRA manager has started.

**CALL TO PUBLIC:**

- Bill Park, 437 N. Burkhart Road – Congratulated the Board on a great job. He also stated he has sat in on other Board Meetings and things did not run as smooth as they did tonight.
- Christian Bugeja, 3630 Amber Oaks Drive – stated that his wife works at MHOG.

**CLOSED SESSION:**

**MOTION** by Counts, seconded by Hohenstein, **“TO ENTER INTO CLOSED SESSION, PROPERTY AGREEMENT AT 8:17 P.M.”** Motion carried.

**MOTION** by Counts, seconded by Hohenstein **“TO RE-ENTER INTO REGULAR SESSION AT 8:29 P.M.”** Motion carried.

**DISBURSEMENTS: REGULAR AND CHECK REGISTER:**

**MOTION** by Hohenstein, seconded by Melton, **“TO APPROVE THE REGULAR DISBURSEMENTS THROUGH DECEMBER 6, 2017 AND CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carried.

**ADJOURNMENT:** **MOTION** by Newstead, seconded by Counts, **“TO ADJOURN.”** Motion carried. The meeting adjourned 8:30 p.m.

**APPROVED:**

As Presented: _____	_____ Jean Graham Howell Township Clerk
---------------------	---

As Amended: _____	_____ Mike Coddington Howell Township Supervisor
-------------------	--

As Corrected: _____	_____
---------------------	-------

Dated _____	_____ Debby Johnson Recording Secretary
-------------	---

# AGENDA ITEM

6



**CORRESPONDENCE**

January 8, 2018

1. **AMERICAN FUNDS** – Annual Report ending 9/30/2017
2. **AMERICAN FUNDS** - New Perspective Fund Summary 12/1/2018
3. **MICHIGAN ASSOCIATION OF PLANNING** – Planning & Zoning Training Workshops

# AGENDA ITEM

10B

**Township of Howell**  
**County of Livingston, State of Michigan**  
**RESOLUTION TO ELIMINATE 590 SEWER DEFICIT**  
**January 08, 2018**  
**01.18.437**

WHEREAS, the Township Board of the Township of Howell, County of Livingston, State of Michigan (the "Township"), at a regular board meeting held on January 08, 2018 at 6:30 p.m. at 3525 Byron Road, Howell MI. Sewer Fund has a \$1,801,072.00 deficit fund balance on June 30, 2017;

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and file with the Michigan Department of Treasury;

NOW THEREFORE, IT IS RESOLVED that the Howell Township Board's legislative body adopts the following as the Howell Township Board Sewer Fund Deficit Elimination Plan: To dissolve the Sewer Fund 590 and Water Fund 591 into Sewer/Water Fund 592. All assets, liabilities, and fund balance from Sewer Fund 590 and Water Fund 591 are to be transferred into Sewer/Water Fund 592. This dissolution is to be completed for the 2017-2018 Fiscal Year.

BE IT FURTHER RESOLVED that the Howell Township Board's Clerk submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

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

Motion by

Roll Call:

YES:

NO:

ABSENT:

---

Jean Graham Township Clerk

Debra Johnson Township Deputy Clerk



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

NICK A. KHOURI  
STATE TREASURER

December 28, 2017

**Notice of Intent To  
Withhold State Payments**

Municipality Code: 471100  
APR Form ID Number: 47666  
Report ID Number: 75717

**Sent Via Email**

Chief Administrative Officer  
Howell Township  
acctclerk@howelltownshipmi.org

Dear Chief Administrative Officer:

The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971, Section 21(2) states that units of local government (local units) that end their fiscal year in a deficit condition shall formulate a deficit elimination plan. Any assessment of a local unit's deficit condition should be made using the guidelines provided in Treasury Website (Numbered Letter 2016-1).

The Community Engagement and Finance Division received an audit report from your local unit for the fiscal year ending 2017. Your Certified Public Accountant has indicated a deficit in one or more funds as follows:

<u>FUND NAME</u>	<u>AMOUNT</u>
Sewer	-\$1,801,072.00

If a deficit exists in the General Fund, the General Fund plan should include a monthly breakdown of revenues and expenditures for the first two years of the projection and annual detail for the remaining years. For example, a five-year plan would show monthly detail for 24 months, and annual detail for the remaining three years. When a revised plan is submitted in the subsequent year, it would include a monthly breakdown for two years and an annual breakdown for the remaining two years. The monthly breakdown shall be for actual revenue and expenditures expected that month. For example, property taxes should be included in the months the taxes are projected to be actually collected. It shall not be merely the annual revenue and expenditures divided by 12 months. This

Page 2  
December 28, 2017

will allow for a more meaningful picture of how the municipality is progressing on a monthly basis.

Except where indicated "No Plan Necessary," please upload a deficit elimination plan for all funds listed above and a certified resolution online at Treasury Website (<http://www.michigan.gov/MunicipalFinance>) within 30 days from the date of this letter. Should a plan not be filed within 30 days, we may withhold 25% of the local unit's State Incentive Payments or payments issued under Public Act 140 of 1971, the Glenn Steil State Revenue Sharing Act of 1971. Once withheld, payments are not released when a plan has been *filed*, but when a plan has been *evaluated and certified* by Treasury.

After receiving your plan, we will notify you by email if additional information is needed or that your plan has been certified. If you have any questions or concerns, please do not hesitate to contact us at (517) 373-3227 or [Treas\\_MunicipalFinance@Michigan.gov](mailto:Treas_MunicipalFinance@Michigan.gov).

Sincerely,



Harlan Goodrich, Manager  
Community Engagement and Finance Division

# AGENDA ITEM

10E

  
5833 Annabette Lane  
Howell, MI 48855

December 20, 2017

Howell Township WWTP  
c/o Greg Tatara  
Packard Dr  
Howell, MI 48843

RE: Replace 10" Plug Valve

Dear Sir

We propose the following work:

Mobilize to and from the jobsite.  
Sawcut and remove asphalt pavement.  
Excavate approximately 15' down to access the broken valve.  
Temporary cut out 14" fiberglass air line to gain access to valve  
Cut out and remove 10" valve and replace with 10" Plug Valve  
Reconnect 14" airline using unflex couplers  
Haul off excavated material.  
Backfill with Class II sand.  
Install 8" of gravel for asphalt base.  
Install 4" of hot mix asphalt to restore pavement area.

Lump Sum Price: \$27,100.00

Alternates:

- 1) Furnish and install 4' diameter manhole on plug valve ADD: \$4,400.00
- 2) Repair existing valve in place DEDUCT: \$2000.00

All sewage and sludge to be removed from line by others.

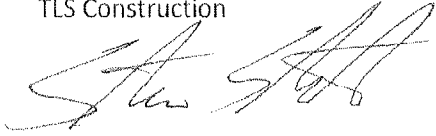
No permits included.

No dewatering included.

All existing utilities to be marked in the field by Howell Township. We are not responsible for damaged to unmarked utility lines.

We will provide trench box and plates as needed to comply with MIOSHA standards.  
If you have any questions, feel free to call me.

TLS Construction

A handwritten signature in black ink, appearing to read "Steve Staley". The signature is fluid and cursive, with the first name "Steve" written in a larger, more prominent script than the last name "Staley".

Steve Staley  
Project Manager





# Howell Township

*Embracing Our Future*

**Howell Township**

3525 Byron Road, Howell, MI 48855

---

## Request for Quotation

Howell Township WWTP is requesting quotations to repair and /or replace a non-functioning plug valve at the existing WWTP. Provided is a plan sheet showing the valve (SST-1) to be repaired / replaced along with existing utilities in the area. Howell Township is seeking a cost for two Separate Options.

### **Option 1 – New Valve in Manhole:**

Excavate existing valve and evaluate if valve operator is broken and if valve can be repaired or if a new 10-inch plug valve needs to be installed. This project shall be bid with the assumption that the valve needs to be replaced, with a credit issued if the existing valve can be re-used. Construct a 4' diameter manhole around the valve for future access and maintenance. Manhole construction would consist of installing a cookie under the pipe, cutting dog-house openings in the bottom section to go over the pipe as necessary, and installing barrel and cone sections to match the frame and cover to the existing asphalt elevation. Frame and cover shall be 26-inch EJ self-sealing manhole lid frame. Cut and route existing 1-inch potable water service line around the manhole using type K copper and compression unions. Place gravel backfill or 2NS backfill around the manhole. If sand is utilized, the sand shall be compacted in 1-foot lifts from the bottom of the excavation to grade. For this winter, limestone shall be placed to current grade, and in the spring the asphalt shall be saw cut and repaved to match existing asphalt elevations.

### **Option 2 – New Valve in Box:**

Excavate Valve and evaluate if valve operator is broken and if valve can be repaired or if a new 10-inch plug valve needs to be installed. This project shall be bid with the assumption that the valve needs to be replaced, with a credit issued if the existing valve can be re-used. Upon valve repair or replacement, restore valve box and extension as currently constructed. Place gravel backfill or 2NS backfill around the valve box. If sand is utilized, the sand shall be compacted in 1-foot lifts from the bottom of the excavation to grade. For this winter, limestone shall be placed to current grade, and in the spring the asphalt shall be saw cut and repaved to match existing asphalt elevations.

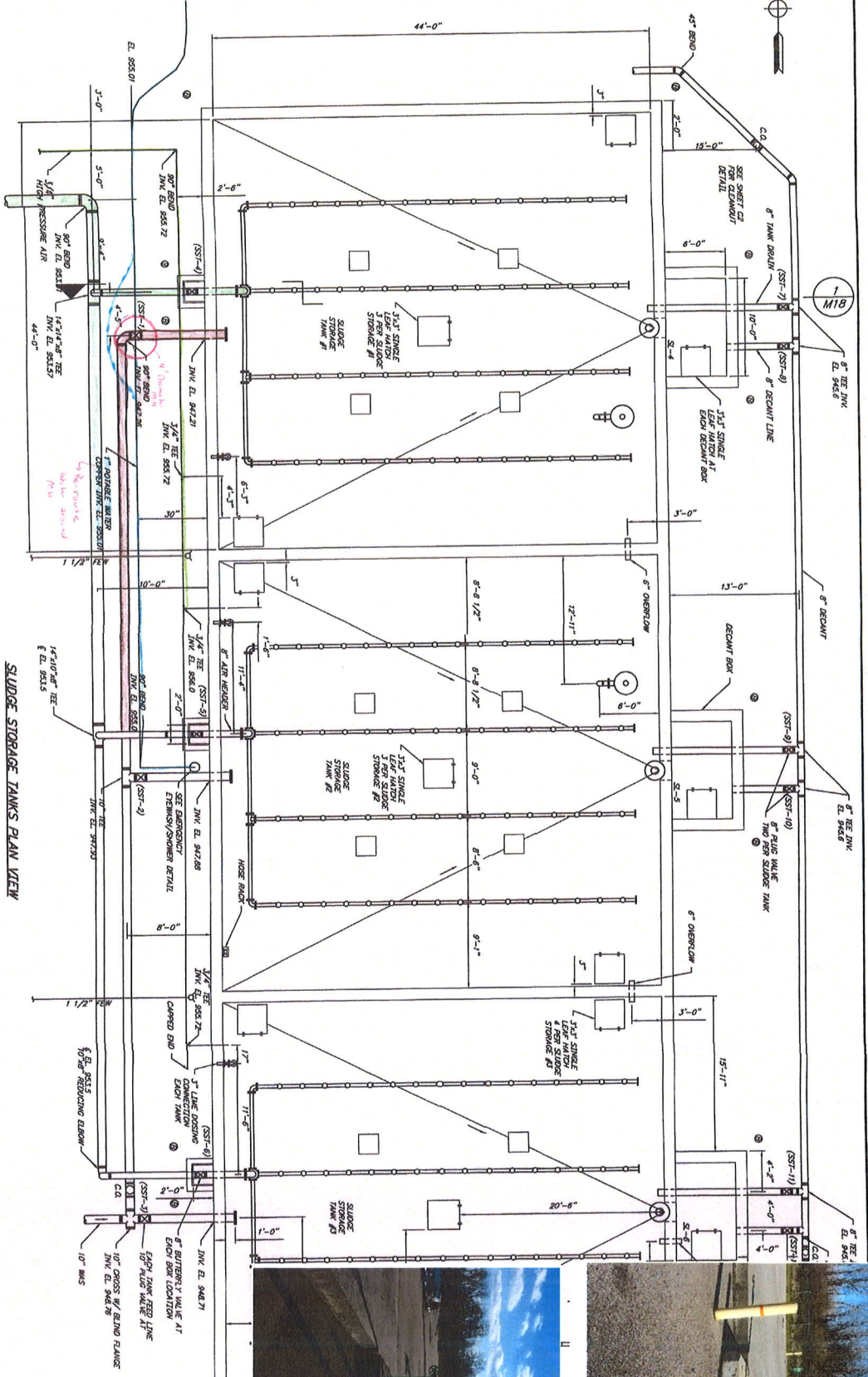
### ***Notes:***

- Plant Operations staff will shut off sludge, water, and air lines in the area during the excavation.

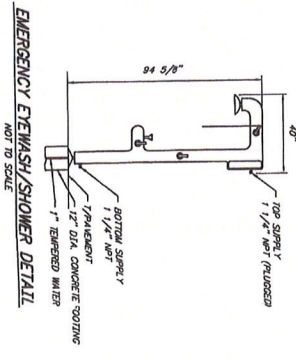
- The valve is approximately 15 feet below grade
- Contractors are welcome to inspect the site if the plans and photographs including in this RFQ and on the attached plan sheet are not sufficient to provide an estimate.
- All prices shall be time and materials not to exceed and should include a potential credit for the price of the valve
- Contractor shall be responsible for all site safety and MISS DIG utility staking.
- Manhole shall be grouted along joints, adjustment rings, and the pipe openings to reduce future inflow.

**Submittal**

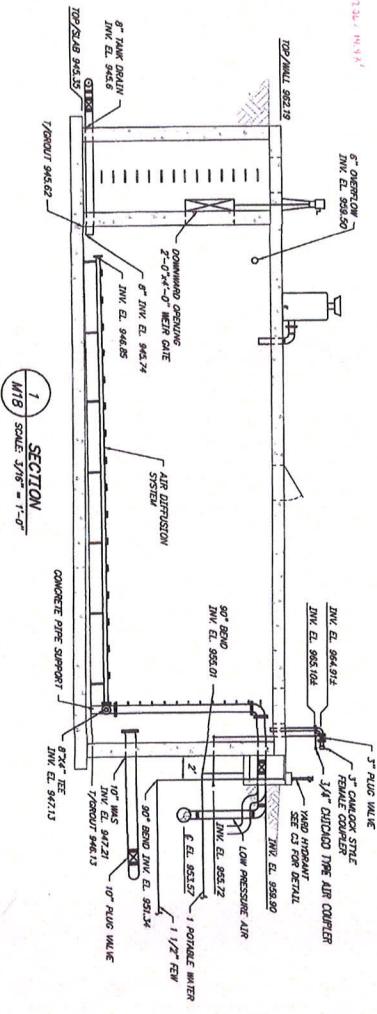
Bids are due by 12/20/17 to Greg Tatara, 2911 Dorr Road, Brighton, MI 48116 or via email at [greg@mhog.org](mailto:greg@mhog.org).



SLUDGE STORAGE TANKS PLAN VIEW



EMERGENCY EYEWASH/SHOWER DETAIL  
NOT TO SCALE



SECTION 1  
MIB  
SCALE 3/8" = 1'-0"



LEGEND  
 ● BELAND  
 2" HOE (TTL/ROLLUP)  
 W/ 2" BALL VALVE  
 DOOR CONTROL CANNISTER DET  
 SCALE 3/8" = 1'-0"

NOTE:  
 1. SEE SHEET S4 FOR PIPE SCHEDULE.  
 2. SEE SHEET S4 FOR PIPE SCHEDULE.  
 3. SEE SHEET S4 FOR PIPE SCHEDULE.  
 4. SEE SHEET S4 FOR PIPE SCHEDULE.  
 5. SEE SHEET S4 FOR PIPE SCHEDULE.  
 6. SEE SHEET S4 FOR PIPE SCHEDULE.  
 7. SEE SHEET S4 FOR PIPE SCHEDULE.  
 8. SEE SHEET S4 FOR PIPE SCHEDULE.  
 9. SEE SHEET S4 FOR PIPE SCHEDULE.  
 10. SEE SHEET S4 FOR PIPE SCHEDULE.  
 11. SEE SHEET S4 FOR PIPE SCHEDULE.  
 12. SEE SHEET S4 FOR PIPE SCHEDULE.  
 13. SEE SHEET S4 FOR PIPE SCHEDULE.  
 14. SEE SHEET S4 FOR PIPE SCHEDULE.  
 15. SEE SHEET S4 FOR PIPE SCHEDULE.  
 16. SEE SHEET S4 FOR PIPE SCHEDULE.  
 17. SEE SHEET S4 FOR PIPE SCHEDULE.  
 18. SEE SHEET S4 FOR PIPE SCHEDULE.  
 19. SEE SHEET S4 FOR PIPE SCHEDULE.  
 20. SEE SHEET S4 FOR PIPE SCHEDULE.  
 21. SEE SHEET S4 FOR PIPE SCHEDULE.  
 22. SEE SHEET S4 FOR PIPE SCHEDULE.  
 23. SEE SHEET S4 FOR PIPE SCHEDULE.  
 24. SEE SHEET S4 FOR PIPE SCHEDULE.  
 25. SEE SHEET S4 FOR PIPE SCHEDULE.  
 26. SEE SHEET S4 FOR PIPE SCHEDULE.  
 27. SEE SHEET S4 FOR PIPE SCHEDULE.  
 28. SEE SHEET S4 FOR PIPE SCHEDULE.  
 29. SEE SHEET S4 FOR PIPE SCHEDULE.  
 30. SEE SHEET S4 FOR PIPE SCHEDULE.  
 31. SEE SHEET S4 FOR PIPE SCHEDULE.  
 32. SEE SHEET S4 FOR PIPE SCHEDULE.  
 33. SEE SHEET S4 FOR PIPE SCHEDULE.  
 34. SEE SHEET S4 FOR PIPE SCHEDULE.  
 35. SEE SHEET S4 FOR PIPE SCHEDULE.  
 36. SEE SHEET S4 FOR PIPE SCHEDULE.  
 37. SEE SHEET S4 FOR PIPE SCHEDULE.  
 38. SEE SHEET S4 FOR PIPE SCHEDULE.  
 39. SEE SHEET S4 FOR PIPE SCHEDULE.  
 40. SEE SHEET S4 FOR PIPE SCHEDULE.  
 41. SEE SHEET S4 FOR PIPE SCHEDULE.  
 42. SEE SHEET S4 FOR PIPE SCHEDULE.  
 43. SEE SHEET S4 FOR PIPE SCHEDULE.  
 44. SEE SHEET S4 FOR PIPE SCHEDULE.  
 45. SEE SHEET S4 FOR PIPE SCHEDULE.  
 46. SEE SHEET S4 FOR PIPE SCHEDULE.  
 47. SEE SHEET S4 FOR PIPE SCHEDULE.  
 48. SEE SHEET S4 FOR PIPE SCHEDULE.  
 49. SEE SHEET S4 FOR PIPE SCHEDULE.  
 50. SEE SHEET S4 FOR PIPE SCHEDULE.  
 51. SEE SHEET S4 FOR PIPE SCHEDULE.  
 52. SEE SHEET S4 FOR PIPE SCHEDULE.  
 53. SEE SHEET S4 FOR PIPE SCHEDULE.  
 54. SEE SHEET S4 FOR PIPE SCHEDULE.  
 55. SEE SHEET S4 FOR PIPE SCHEDULE.  
 56. SEE SHEET S4 FOR PIPE SCHEDULE.  
 57. SEE SHEET S4 FOR PIPE SCHEDULE.  
 58. SEE SHEET S4 FOR PIPE SCHEDULE.  
 59. SEE SHEET S4 FOR PIPE SCHEDULE.  
 60. SEE SHEET S4 FOR PIPE SCHEDULE.  
 61. SEE SHEET S4 FOR PIPE SCHEDULE.  
 62. SEE SHEET S4 FOR PIPE SCHEDULE.  
 63. SEE SHEET S4 FOR PIPE SCHEDULE.  
 64. SEE SHEET S4 FOR PIPE SCHEDULE.  
 65. SEE SHEET S4 FOR PIPE SCHEDULE.  
 66. SEE SHEET S4 FOR PIPE SCHEDULE.  
 67. SEE SHEET S4 FOR PIPE SCHEDULE.  
 68. SEE SHEET S4 FOR PIPE SCHEDULE.  
 69. SEE SHEET S4 FOR PIPE SCHEDULE.  
 70. SEE SHEET S4 FOR PIPE SCHEDULE.  
 71. SEE SHEET S4 FOR PIPE SCHEDULE.  
 72. SEE SHEET S4 FOR PIPE SCHEDULE.  
 73. SEE SHEET S4 FOR PIPE SCHEDULE.  
 74. SEE SHEET S4 FOR PIPE SCHEDULE.  
 75. SEE SHEET S4 FOR PIPE SCHEDULE.  
 76. SEE SHEET S4 FOR PIPE SCHEDULE.  
 77. SEE SHEET S4 FOR PIPE SCHEDULE.  
 78. SEE SHEET S4 FOR PIPE SCHEDULE.  
 79. SEE SHEET S4 FOR PIPE SCHEDULE.  
 80. SEE SHEET S4 FOR PIPE SCHEDULE.  
 81. SEE SHEET S4 FOR PIPE SCHEDULE.  
 82. SEE SHEET S4 FOR PIPE SCHEDULE.  
 83. SEE SHEET S4 FOR PIPE SCHEDULE.  
 84. SEE SHEET S4 FOR PIPE SCHEDULE.  
 85. SEE SHEET S4 FOR PIPE SCHEDULE.  
 86. SEE SHEET S4 FOR PIPE SCHEDULE.  
 87. SEE SHEET S4 FOR PIPE SCHEDULE.  
 88. SEE SHEET S4 FOR PIPE SCHEDULE.  
 89. SEE SHEET S4 FOR PIPE SCHEDULE.  
 90. SEE SHEET S4 FOR PIPE SCHEDULE.  
 91. SEE SHEET S4 FOR PIPE SCHEDULE.  
 92. SEE SHEET S4 FOR PIPE SCHEDULE.  
 93. SEE SHEET S4 FOR PIPE SCHEDULE.  
 94. SEE SHEET S4 FOR PIPE SCHEDULE.  
 95. SEE SHEET S4 FOR PIPE SCHEDULE.  
 96. SEE SHEET S4 FOR PIPE SCHEDULE.  
 97. SEE SHEET S4 FOR PIPE SCHEDULE.  
 98. SEE SHEET S4 FOR PIPE SCHEDULE.  
 99. SEE SHEET S4 FOR PIPE SCHEDULE.  
 100. SEE SHEET S4 FOR PIPE SCHEDULE.

# AGENDA ITEM

10F

## SUMMER TAX COLLECTION AGREEMENT

01.18.438

The Township of Howell with offices located at 3525 Byron Rd., Howell, Michigan (the "township") pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a summer levy of Livingston Educational Service Agency, Michigan (the "Agency") property taxes for the year 2018 and hereafter as provided below:

The Agency and the Township agree as follows:

1. The Township agrees to collect 100% of the total school millage in the summer as certified by the Agency for levy on all taxable property in addition to and not within the K-12 school district summer tax collection, including principal residence and other exempt property not subject to the 18 mill levy within the Fowlerville Community School district.

2. ~~Interest earned on the investment of said taxes collected by the Township prior to the payment to the Agency shall be transferred to the Agency when the taxes are transferred to the Agency.~~

3. All interest and penalties, other than collection fees, that are imposed prior to the date the taxes are returned delinquent and that are attributable to school taxes, shall belong to the Agency.

4. The Agency agrees to pay the Township costs of assessment and collection at \$3.00 per parcel which represents reasonable expenses incurred by the Township in assessing and collecting Agency taxes, to the extent that the expenses are in addition to the expenses of assessing and collecting other taxes at the same time.

5. The Agency shall certify to the Township Treasurer the school millage to be levied on property for summer collection to the Township via a signed L-4029 within 3 weeks of Livingston County Equalization delivering their tax roll information to the Agency, or by June 15, whichever is earlier.

6. The Township Treasurer shall account for and deliver summer school tax collections to the Agency within ten (10) business days from the 1<sup>st</sup> and 15<sup>th</sup> of each month via electronic transfer, if and when possible.

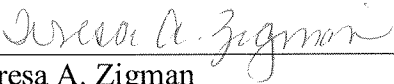
7. In the event that state law is amended necessitating changes to this Agreement, the parties agree to negotiate changes to the Agreement in good faith to conform the Agreement to state law. Collection of summer taxes and payment for said collection shall not be disrupted or delayed due to the negotiation of or revision to this Agreement.

8. By execution of this Agreement, both parties certify and represent that the Agreement is authorized by the laws of the State of Michigan, that the individuals responsible for collecting the Agency taxes are and will be in compliance with all laws pertaining to their duties and responsibilities as a tax collecting agent, and that the signors are authorized by their respective governing bodies to execute this Agreement.

9. This Agreement is effective on the date of its execution and shall expire twelve months from the effective date.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates indicated below.

**LIVINGSTON EDUCATIONAL SERVICE AGENCY, MICHIGAN**

By   
Teresa A. Zigman

Its: Executive Director of Administrative Services

Dated: December 5, 2017

**TOWNSHIP OF HOWELL:** \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Dated \_\_\_\_\_

# AGENDA ITEM

11D

# ZONING

YEAR END REPORT 2017

## PLANNING COMMISSION

The Planning Commission held ten meetings in 2017.

- |          |   |
|----------|---|
| January  | Elected officers. Set a Public Hearing for a rezoning at Mason and Burkhart, NSC to MFR.  |
| February | Held Public Hearing on the rezoning at Mason and Burkhart.  |
| March    | Discussion on the rezoning at Mason and Burkhart, recommended to the Township Board to approve the rezoning.<br><br>Discussion on the kennel ordinances. Ordinances sent on to the Township Board.<br><br>Held a Public Hearing on rezoning of a parcel on Burkhart Rd, from RSC to SFR. Recommended to the township Board to approve the rezoning.<br><br>At the call to the public there was a presentation from the Michigan Canvass Development association concerning medical marijuana. |
| April    | Meeting was postponed.  |
| May      | Reviewed preliminary site plan for Chestnut Crossing. Approved preliminary site plan.<br><br>Approved temporary site plan for tent sales of fireworks.  |
| June     | Reviewed preliminary site plan for Hamilton Propane, tabled for more information.<br><br>Kennel ordinance was sent back from the Township Board. Discussion on Kennel's.  |
| July     | Discussion on Kennel ordinance. Set a Public Hearing for the August meeting.  |
| August   | Held a Public Hearing for Bedrock Ventures for rezoning from AR to NSC.<br><br>Held a Public Hearing on the Kennel Ordinance.<br><br>Approved preliminary site plan for Hamilton Propane.<br><br>Approved final site plan for chestnut Crossing.<br><br>Approved final site plan for Marr Bible church.   |



- August        Approved final site plan for Devine Grounds.
- September    Set a Public Hearing date for a text amendment to allow Open air Business in the AR district.
- Discussion on the rezoning for Bedrock Ventures. Recommended to the Township Board to grant the request for a conditional rezoning of 4.24 acres on the 40 acre parcel.
- Reviewed the site plan for Quality Care of Howell. Approved final site plan.
- October        Approved final site plan for Hamilton Propane.
- Public Hearing on the text amendment to the AR district to allow for Open Air Business. Recommended to the township Board to deny the text amendment.
- November     Meeting postponed.
- December 12   Held a special meeting to review the site plan for Packard Drive Properties, LLC.
- December     Regular meeting postponed.

### ZONNING BOARD

In 2017 the Zoning Board held five meetings.

- January        Approved a variance for Weathervane Heating and Cooling, 2130 Highland Rd. To a front yard setback and the height for a sign.
- March         Approved a variance for Todosciuk Farms & Green House, 5611 Preston Rd. To allow a barn to be erected in the front side yard,
- August        Approved a variance for Ron & Darcy Foldenauer, 4959 Grand River. A total of 7 variances for setbacks.
- September    Approved a variance for Mr. Willet, 4235 Marwood. To allow an accessory building in the front side yard.
- October        Approved a variance for Dar Howard, 963 Nancy Ann Dr. To allow a second 46 x 64 accessory building.

# AGENDA ITEM

11E

## **Monthly Activity Report for December 2017 – Assessing Dept/Brent Kilpela**

### **MTT UPDATE:**

**No Appeals at this time.**

### **SMALL CLAIMS TRIBUNAL:**

**William Cheek v Howell Township:** Waiting for Michigan Tax Tribunal's Proposed Opinion and Judgement.

### **ASSESSING OFFICE:**

**ASSESSOR:** Working on ECF's for Residential, Agricultural, and Industrial classes. The December Board of Review was held on December 12<sup>th</sup>. There was a total of 8 items that required review. The personal property file has been sent to the printer and the statements/affidavits will be delivered by January 10<sup>th</sup>. The Legislature just passed a bill into law that will simplify the due dates for the statements and affidavits by making them all the same. This should help clear up some of the confusion.

**JOE DAUS, FIELD INSPECTOR:** Completed inspections on new construction and existing permits.

**OTHER:** The 2016-2017 financial audit is complete. It will require the township to draft another Deficit Elimination Plan. Purchasing tax sale properties has lead the township into running a deficit the last two years in the sewer and water funds. The large one time write down required to remove the properties from the roll have pushed the sewer fund into a deficit position. The only prudent plan available to us would be to combine the sewer and water into a single fund.

Assisted in the realtor interviewing process. Processing payrolls and year end payroll functions in the Clerk's absence.

# AGENDA ITEM

11H

HOWELL TOWNSHIP SPECIAL PLANNING COMMISSION

Howell Township Hall  
December 12, 2017  
6:30 p.m.

Unapproved

**MEMBERS PRESENT:**

Andrew Sloan Chairman  
Mark Freude Vice Chairman  
Matthew Counts Board Rep.  
Martha Haglund Commissioner  
Carolyn Henry Commissioner  
Peter Manwiller Commissioner

**MEMBERS ABSENT:**

Wayne Williams Secretary

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

Chairman Sloan called the meeting to order at 6:30 p.m.

The roll was called.

Chairman Sloan welcomed new Planning Commissioner Martha Haglund.

Chairman Sloan had everyone at the Board Table state who they are, how long they have been in the Township and what their experience before coming on to the Planning Commission.

All rose for the Pledge of Allegiance.

**APPROVAL OF THE AGENDA:**

**MOTION** by Counts, seconded by Henry, **“TO APPROVE THE DECEMBER 12, 2017 AGENDA AS AMENDED: ADD ITEM 6B, BOARD REPORT AND ITEM 6C - 2018 CALENDAR.”** Motion carried.

**NEW BUSINESS:**

A. Packard Drive Properties, LLC, Parking Lot Expansion

- Township Planner Montagno introduced the project. The location is 1055 Packard Drive. The applicant is seeking Preliminary Site Plan Approval for 102 parking spaces across 3 undeveloped lots in the Trans West Industrial Park. It is in the Industrial District. They meet the density, placement and height regulations. There are no issues concerning natural resources. The site arrangement is appropriate for the large parking lot. It leaves room for future expansion on the building if that is ever desired. The applicant should provide justification for the excess spaces. There are two new proposed existing driveways/access points on the west side of the site from Austin Court which is logical for this size of parking lot. They should provide sidewalks between the parking lot and the building. The sidewalk needs to be extended further to the back door. The applicant is requesting a waiver of the required berm between the parking lot and the public roadway required in Section 28.03. This is up to the Planning Commission to determine if they will grant this waiver. The lighting plan meets the requirements. There are no new signs being proposed. There are no new buildings being proposed. The trash enclosures on the site and possess no issues. The engineer has some items that need to be addressed. He is recommending Preliminary Site Plan Approval with the condition that they address any outstanding items prior to Final Site Plan Application.
- Matt Diffin from Diffin-Umlor & Associates and Neal Maclean the property owner – Presented plans to the Commissioners. Hatch Stamping is located on the west side of Austin Court, they are looking at doubling their size of manufacturing facility in Howell Township. They have every inch of payment parked with cars. This is causing issues with the Fire Marshall and people are getting ticked. With the amount of people they will be hiring, they are requesting the extra parking spaces, especially to help

during shift changes. The applicant is requesting a waiver to the berm because they are at the end of a cul-de-sac and not facing a major road. Discussion on the sloping of the berm. Discussion on a detention basin.

- Questions were taken from the Commissioners.
- Chairman Sloan entertained a motion for this request.
- **MOTION** by Henry, seconded by Freude, **"TO GRANT PRELIMINARY APPROVAL OF THE PACKARD DRIVE PROPERTIES, LLC PARKING LOT EXPANSION SUBJECT TO ALL OF THE REQUIRMENTS BEING MET IN THE DECEMER 4, 2017 SPICER GROUP'S PRELIMINARY SITE PLAN REVIEW RECOMMENDATIONS AND THE SITE PLAN REVIEW BY CARLISLE/WORTMAN'S RECOMMENDATIONS, ACCEPTING ITEM #5, ASKING FOR THE WAIVER OF THE REQUIREMENT TO HAVE A BERM PURSUANT TO SECTION 28.07 BASED ON TONIGHT'S FINDINGS."** Discussion followed. Motion carried.

TOWNSHIP BOARD REPORT:  
(Counts)

- Welcomed new Board Member Sally Newstead.
- Accepted resumes for new Commercial Realtors.
- Approved to collect Summer School Taxes for Howell and Fowlerville.
- The Board voted to leave the 2018 Water/Sewer Connection Fees at the same rate as 2017.
- The 3 Planning Commissioners who's term is up at the end of this year was approved for re-appointment, term ending December 31, 2020; Andrew Sloan, Peter Manwiller and Martha Haglund.
- At the previous month's Board Meeting we had a packed room for the "AR" rezoning. It was turned down. Discussion followed.

2018 CALENDAR

- The 2018 Planning Commission Meeting Calendar was presented. **MOTION** by Counts, seconded by Freude, **"TO ACCEPT THE 2018 PLANNING COMMISSION MEETING CALENDAR AS PRESENTED."** Motion carried.

CALL TO THE PUBLIC:

No response.

ADJOURNMENT:

**MOTION** by Freude, seconded by Henry, **"TO ADJOURN."** Motion carried and meeting adjourned at 7:25 P.M.

Approved: \_\_\_\_\_

\_\_\_\_\_  
Andrew Sloan, Chairman

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

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

\_\_\_\_\_  
Wayne Williams, Secretary

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

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

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

# AGENDA ITEM

13

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

**As of 1/3/2018**



INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

01/02/2018 01:50 PM  
 User: BRENT KILPELA  
 DB: Howell Twp  
 Vendor  
 Description  
 GL Distribution

Inv Num	Inv Ref#	Vendor Description	GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlnized Post Date
208.1201003									
16072		HOWELL PARKS AND RECREATION HAPRA 1ST QTR PART. FEE 2018 220-000-801.00	REC FUND CONTRACTED SVCS EXPENSE	12/01/2017 BRENT KILPELA	12/31/2017	25,000.00	0.00	Paid	12/07/2017
69166									
16073		FIRST IMPRESSIONS PRINT & MKTG FULL COLOR LETTERHEAD 101-265-727.01	TWP HALL OFFICE SUPPLIES EXPENSE	12/05/2017 BRENT KILPELA	12/31/2017	888.49	0.00	Paid	12/07/2017
202695817660									
16074		CONSUMERS ENERGY TWP HALL DEC 2017 101-265-920.00	TWP HALL ELECTRICITY EXPENSE	11/30/2017 BRENT KILPELA	12/26/2017	354.36	0.00	Paid	12/07/2017
56064									
16075		MICRO WORKS COMPUTING, INC SUPERVISOR EMAIL 101-265-728.01	TWP HALL IT SUPPORT EXPENSE	11/30/2017 BRENT KILPELA	12/20/2017	37.50	0.00	Paid	12/07/2017
61190									
16076		ECONO PRINT WINTER TAX BILLS 101-253-726.01	TREASURER POSTAGE	11/30/2017 BRENT KILPELA	12/30/2017	477.22	0.00	Paid	12/07/2017
39676									
16077		FAHEY SCHULTZ BURZYCH RHODES 7-ELEVEN, INC. 101-209-801.00	ASSESSING LEGAL (CONTRACT SVC) EXPENSE	11/28/2017 BRENT KILPELA	12/28/2017	380.00	0.00	Paid	12/07/2017
39677									
16078		FAHEY SCHULTZ BURZYCH RHODES GENERAL 101-268-801.01	TWP AT LARGE LEGAL EXPENSE	11/28/2017 BRENT KILPELA	12/28/2017	640.00	0.00	Paid	12/07/2017
39678									
16079		FAHEY SCHULTZ BURZYCH RHODES LUCY ROAD - ORDINANCE ENFORCEMENT 101-268-801.01	TWP AT LARGE LEGAL EXPENSE	11/28/2017 BRENT KILPELA	12/28/2017	38.00	0.00	Paid	12/07/2017
39679									
16080		FAHEY SCHULTZ BURZYCH RHODES RAINBOW 101-268-801.01	TWP AT LARGE LEGAL EXPENSE	11/28/2017 BRENT KILPELA	12/28/2017	3,021.00	0.00	Paid	12/07/2017
19135204									
16081		GUARDIAN ALARM ALARM MONITORING 11/7/17 - 6/30/18 101-265-931.00	TWP HALL GROUNDS CARE EXPENSE	12/01/2017 BRENT KILPELA	12/31/2017	475.80	0.00	Paid	12/07/2017

INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

User: BRENT KILPELA  
 DB: Howell Twp

Inv Num	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
200060481371							
16082	DTE ENERGY STREET LIGHTS 101-268-920.00	11/30/2017 BRENT KILPELA	12/31/2017	405.04	0.00	Paid	12/07/2017
	TWP AT LARGE STREETLIGHT EXPENSE			405.04			
299224							
16083	APEX SOFTWARE ANNUAL MAINTENANCE 101-209-727.00	11/27/2017 BRENT KILPELA	12/27/2017	470.00	0.00	Paid	12/07/2017
	ASSESSING SUPPLIES EXPENSE			470.00			
69142							
16084	FIRST IMPRESSIONS PRINT & MKTG REGULAR #10 ENVELOPES 101-265-727.01	11/30/2017 BRENT KILPELA	12/30/2017	307.18	0.00	Paid	12/07/2017
	TWP HALL OFFICE SUPPLIES EXPENSE			307.18			
11/22/2017							
16085	COMCAST TWP HALL TELEPHONE 101-265-850.00	11/22/2017 BRENT KILPELA	12/13/2017	280.03	0.00	Paid	12/07/2017
	TWP HALL TELEPHONE EXPENSE			280.03			
90215013							
16086	CULLIGAN WATER WATER DELIVERY 101-265-727.00	11/30/2017 BRENT KILPELA	12/30/2017	87.49	0.00	Paid	12/07/2017
	TWP HALL KITCHEN/BATH SUPPLIES EXPENSE			87.49			
12/1/2017							
16087	MICHIGAN ASSOC OF MUNICIPAL CLKS DEBBY JOHNSON RENEWAL 101-215-957.00	12/01/2017 BRENT KILPELA	12/31/2017	60.00	0.00	Paid	12/07/2017
	CLERK DUES & SUBSCRIPTION EXPENSE			60.00			
88938							
16088	TRUE VALUE HARDWARE TAPE, BRUSH, DENATURED ALCOHOL 590-442-956.00	12/06/2017 BRENT KILPELA	12/30/2017	37.47	0.00	Paid	12/07/2017
	WWTP MISCELLANEOUS EXPENSE			37.47			
88949							
16089	TRUE VALUE HARDWARE SAND SPONGE 590-442-956.00	12/06/2017 BRENT KILPELA	12/31/2017	9.58	0.00	Paid	12/07/2017
	WWTP MISCELLANEOUS EXPENSE			9.58			
25698							
16090	SEVERN TRENT WWTP MAINT. DEC 2017 590-442-801.00	12/01/2017 BRENT KILPELA	12/31/2017	23,478.15	0.00	Paid	12/07/2017
	WWTP CONTRACTED SVCS EXPENSE			23,478.15			
002580							
16091	RANDY'S SERVICE STATION GENERATOR FUEL 590-442-956.00	11/30/2017 BRENT KILPELA	12/30/2017	744.90	0.00	Paid	12/07/2017
	WWTP MISCELLANEOUS EXPENSE			744.90			

INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

01/02/2018 01:50 PM  
 User: BRENT KILPELA  
 DB: Howell Twp

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
002581 16092	RANDY'S SERVICE STATION GENERATOR FUEL 590-442-956.00	11/30/2017 BRENT KILPELA	12/30/2017	1,185.50	0.00	Paid	Y 12/07/2017
12/01/2017	WWTP MISCELLANEOUS EXPENSE			1,185.50			
16093	DTE ENERGY 2571 OAK GROVE DEC 2017 590-442-920.00	12/01/2017 BRENT KILPELA	12/27/2017	336.64	0.00	Paid	Y 12/07/2017
12/1/2017	WWTP ELECTRICITY EXPENSE			336.64			
16094	CAREFREE MAINTENANCE CO. TWP HALL CLEANING 101-265-775.00	12/01/2017 BRENT KILPELA	12/31/2017	345.00	0.00	Paid	Y 12/07/2017
77728	TWP HALL OFFICE CLEANING & MAINT EXPENS			345.00			
16095	MASTER MEDIA OFFICE SUPPLIES 101-265-727.01	12/05/2017 BRENT KILPELA	12/31/2017	66.89	0.00	Paid	Y 12/18/2017
3304961744	TWP HALL OFFICE SUPPLIES EXPENSE			66.89			
16096	PITNEY BOWES GLOBAL FINANCIAL SERV. POSTAGE MACHINE 4TH QTR RENTAL 101-265-930.01	11/30/2017 BRENT KILPELA	12/30/2017	384.57	0.00	Paid	Y 12/18/2017
0001066070	TWP HALL OFFICE EQUIPMENT & REPAIR			384.57			
16097	MICHIGAN.COM NOVEMBER PUBLICATIONS 101-400-900.00 101-247-900.00 101-101-900.00	12/01/2017 BRENT KILPELA	12/20/2017	205.00	0.00	Paid	Y 12/18/2017
PMA6649	PLANNING PRINTING & PUBLICATION EXPENSE			60.00			
16098	IRON MOUNTAIN ONSITE SHREDDING 101-265-775.00	11/30/2017 BRENT KILPELA	12/30/2017	110.57	0.00	Paid	Y 12/18/2017
12/4/2017	TWP HALL OFFICE CLEANING & MAINT EXPENS			110.57			
16099	DTE ENERGY 391 N BURKHART DECEMBER 2017 590-442-920.00	12/04/2017 BRENT KILPELA	12/27/2017	101.90	0.00	Paid	Y 12/18/2017
12/4/2017	WWTP ELECTRICITY EXPENSE			101.90			
16100	DTE ENERGY 1009 N BURKHART DEC 2017 590-442-920.00	12/04/2017 BRENT KILPELA	12/27/2017	160.21	0.00	Paid	Y 12/18/2017
17-1902	1009 N BURKHART DEC 2017			160.21			
16101	LAKESIDE EQUIPMENT CORP. GREEN BRUSH ASSEMBLY 590-442-930.00	12/06/2017 BRENT KILPELA	12/31/2017	1,146.00	0.00	Paid	Y 12/18/2017
17-1902	WWTP EQUIPMENT REPAIR EXPENSE			1,146.00			

Inv Num	Vendor Description	GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
530352456								
16102	UIS SCADA SERVICE CALL		12/07/2017 BRENT KILPELA	12/31/2017	402.00	0.00	Paid	12/18/2017
	590-442-801.00		WWTP CONTRACTED SVCS EXPENSE		402.00			
122017								
16103	MHOG WATER SERVICE INSTALL		12/09/2017 BRENT KILPELA	12/31/2017	2,200.00	0.00	Paid	12/18/2017
	590-000-775.00		SEWER FUND REPAIR & IMPROV EXPENSE		2,200.00			
12/8/2017								
16104	DTE ENERGY 1575 N BURKHART DEC 2017		12/08/2017 BRENT KILPELA	12/31/2017	373.77	0.00	Paid	12/18/2017
	590-442-920.00		WWTP ELECTRICITY EXPENSE		373.77			
12/8/2017								
16105	DTE ENERGY 1216 PACKARD DEC 2017		12/08/2017 BRENT KILPELA	12/31/2017	98.38	0.00	Paid	12/18/2017
	590-442-920.00		WWTP ELECTRICITY EXPENSE		98.38			
12/8/2017								
16106	DTE ENERGY 1222 PACKARD DRIVE DEC 2017		12/08/2017 BRENT KILPELA	12/31/2017	4,447.86	0.00	Paid	12/18/2017
	590-442-920.00		WWTP ELECTRICITY EXPENSE		4,447.86			
12/8/17								
16107	DTE ENERGY 3888 OAKGROVE DEC 2017		12/08/2017 BRENT KILPELA	12/31/2017	250.56	0.00	Paid	12/18/2017
	590-442-920.00		WWTP ELECTRICITY EXPENSE		250.56			
12/8/2017								
16108	DTE ENERGY 1034 AUSTIN CT DEC 2017		12/08/2017 BRENT KILPELA	12/31/2017	292.82	0.00	Paid	12/18/2017
	590-442-920.00		WWTP ELECTRICITY EXPENSE		292.82			
12/8/2017								
16109	DTE ENERGY 2559 W GRAND RIVER DEC 2017		12/08/2017 BRENT KILPELA	12/31/2017	316.76	0.00	Paid	12/18/2017
	590-442-920.00		WWTP ELECTRICITY EXPENSE		316.76			
89096								
16110	TRUE VALUE HARDWARE TIE DOWN, CABLE TIE		12/15/2017 BRENT KILPELA	12/31/2017	26.88	0.00	Paid	12/18/2017
	590-442-956.00		WWTP MISCELLANEOUS EXPENSE		26.88			
12/12/17								
16111	DTE ENERGY 2700 TOOLEY RD DEC 2017		12/12/2017 BRENT KILPELA	12/31/2017	157.45	0.00	Paid	12/18/2017
	590-442-920.00		WWTP ELECTRICITY EXPENSE		157.45			

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

Inv Num	Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
12/13/17							
16112	DTE ENERGY 271 E HIGHLAND DEC 2017 590-442-920.00	12/13/2017 BRENT KILPELA	12/31/2017	56.55	0.00	Paid	12/18/2017
854006222							
16113	AT&T LONG DISTANCE WWTP LONG DISTANCE 590-442-850.00	12/06/2017 BRENT KILPELA	12/31/2017	11.11	0.00	Paid	12/18/2017
12/12/17							
16114	DTE ENERGY TWP HALL DEC 2017 101-265-920.00	12/12/2017 BRENT KILPELA	12/31/2017	401.38	0.00	Paid	12/18/2017
12/18/2017							
16115	LIVINGSTON COUNTY TREASURER S2017 TAXES 12/1/17 - 12/15/17 703-000-228.01	12/18/2017 BRENT KILPELA	12/30/2017	175.35	0.00	Paid	12/19/2017
12/18/2017							
16116	HOWELL PUBLIC SCHOOLS 2017 STAXES 12/1/17 - 12/15/17 703-000-225.00	12/18/2017 BRENT KILPELA	12/30/2017	93.50	0.00	Paid	12/19/2017
12/18/2017							
16117	LIVINGSTON COUNTY TREASURER 2017 STAXES 12/1/17 - 12/15/17 703-000-228.00	12/18/2017 BRENT KILPELA	12/30/2017	97.83	0.00	Paid	12/19/2017
12/18/2017							
16118	LIV EDUC SERVICE AGENCY 2017 STAXES 12/1/17 - 12/15/17 703-000-227.00	12/18/2017 BRENT KILPELA	12/30/2017	97.45	0.00	Paid	12/19/2017
12/18/2017							
16119	HOWELL AREA FIRE AUTHORITY 2017 WTAXES 12/01/17 - 12/15/17 703-000-234.90	12/18/2017 BRENT KILPELA	12/30/2017	29,706.76	0.00	Paid	12/19/2017
12/18/2017							
16120	FOWLerville DIST LIBRARY 2017 WTAXES 12/1/17 - 12/15/17 703-000-223.91	12/18/2017 BRENT KILPELA	12/30/2017	987.35	0.00	Paid	12/19/2017
12/18/2017							
16121	FOWLerville SCHOOLS 2017 WTAXES 12/1/17 - 12/15/17 703-000-226.91	12/18/2017 BRENT KILPELA	12/30/2017	6,769.96	0.00	Paid	12/19/2017

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

Inv Num	Inv Ref#	Vendor	Description	GL Distribution	Inv Date	Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized	Post Date
12/18/2017	16122	HOWELL CARNEGIE LIBRARY	2017 WTAXES 12/1/17 - 12/15/17	703-000-223.90	12/18/2017	BRENT KILPELA	12/30/2017	20,740.06	0.00	Paid	Y	12/19/2017
			TAX DUE TO HOWELL LIBRARY WINTER					20,740.06				
12/18/2017	16123	LIVINGSTON COUNTY TREASURER	2017 WTAXES 12/1/17 - 12/15/17	703-000-228.90	12/18/2017	BRENT KILPELA	12/30/2017	14,307.32	0.00	Paid	Y	12/19/2017
			TAX DUE TO COUNTY WINTER					14,307.32				
12/18/2017	16124	HOWELL PUBLIC SCHOOLS	2017 WTAXES 12/1/17 - 12/15/17	703-000-225.91	12/18/2017	BRENT KILPELA	12/30/2017	61,891.99	0.00	Paid	Y	12/19/2017
			TAX DUE TO HOWELL SCHLS DEBT WINTER					61,891.99				
12/19/2017	16125	MORTGAGE CONNECT LP	2017 Win Tax Refund 4706-24-300-01	703-000-214.10	12/19/2017	BRENT KILPELA	12/26/2017	77.77	0.00	Paid	Y	12/19/2017
			TAX DUE TO TAXPAYERS					77.77				
12/19/2017	16126	CORELOGIC	2017 Sum Tax Refund 4706-02-100-01	703-000-214.10	12/19/2017	BRENT KILPELA	12/26/2017	2,903.35	0.00	Paid	Y	12/19/2017
			TAX DUE TO TAXPAYERS					2,903.35				
12/19/2017	16127	BANKERS TITLE SETTLEMENT SERVICES	2017 Sum Tax Refund 4706-13-301-01	703-000-214.10	12/19/2017	BRENT KILPELA	12/26/2017	1,196.74	0.00	Paid	Y	12/19/2017
			TAX DUE TO TAXPAYERS					1,196.74				
12/19/2017	16128	CORELOGIC	2017 Sum Tax Refund 4706-27-302-02	703-000-214.10	12/19/2017	BRENT KILPELA	12/26/2017	1,278.55	0.00	Paid	Y	12/19/2017
			TAX DUE TO TAXPAYERS					1,278.55				
12/19/2017	16129	CORELOGIC	2017 Sum Tax Refund 4706-27-304-06	703-000-214.10	12/19/2017	BRENT KILPELA	12/26/2017	1,928.90	0.00	Paid	Y	12/19/2017
			TAX DUE TO TAXPAYERS					1,928.90				
12/19/2017	16130	WILES EVELYN L	2017 Sum Tax Refund 4706-28-402-01	703-000-214.10	12/19/2017	BRENT KILPELA	12/26/2017	513.34	0.00	Paid	Y	12/19/2017
			TAX DUE TO TAXPAYERS					513.34				
12/19/2017	16131	US BANK NATIONAL ASSOCIATION	2017 Sum Tax Refund 4706-99-000-56	703-000-214.10	12/19/2017	BRENT KILPELA	12/26/2017	2,941.82	0.00	Paid	Y	12/19/2017
			TAX DUE TO TAXPAYERS					2,941.82				

INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

User: BRENT KILPELA  
 DB: Howell Twp

Inv Num	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
89156	TRUE VALUE HARDWARE	12/19/2017	12/30/2017	43.30	0.00	Paid	Y 12/19/2017
16132	MISC. ITEMS	BRENT KILPELA					
	590-442-956.00	WWTP MISCELLANEOUS EXPENSE		43.30			
INV182709							
16133	KERR PUMP AND SUPPLY	12/14/2017	12/30/2017	2,350.74	0.00	Paid	Y 12/19/2017
	SEALS, PARTS	BRENT KILPELA					
	590-442-930.00	WWTP EQUIPMENT REPAIR EXPENSE		2,350.74			
725378433							
16134	CINTAS CORPORATION #725	12/20/2017	12/31/2017	63.42	0.00	Paid	Y 12/21/2017
	BLUE MATS	BRENT KILPELA					
	101-265-775.00	TWP HALL OFFICE CLEANING & MAINT EXPENS		63.42			
988430							
16135	APPLIED IMAGING	09/05/2017	12/21/2017	150.00	0.00	Paid	Y 12/21/2017
	SERVICE CALL	BRENT KILPELA					
	101-265-930.01	TWP HALL OFFICE EQUIPMENT & REPAIR		150.00			
12/21/2017							
16136	JEAN GRAHAM	12/21/2017	12/21/2017	309.50	0.00	Paid	Y 12/21/2017
	CLERK MILEAGE/EXPENSES	BRENT KILPELA					
	101-265-727.00	TWP HALL KITCHEN/BATH SUPPLIES EXPENSE		171.04			
	101-215-860.00	CLERK MILEAGE & EXPENSES		138.46			
12/21/2017							
16137	DEBRA JOHNSON	12/21/2017	12/21/2017	106.90	0.00	Paid	Y 12/21/2017
	DEPUTY CLERK EXPENSES	BRENT KILPELA					
	101-215-860.00	CLERK MILEAGE & EXPENSES		76.47			
	101-265-727.01	TWP HALL OFFICE SUPPLIES EXPENSE		15.83			
	101-191-727.00	ELECTION SUPPLIES EXPENSE		4.50			
	101-265-727.00	TWP HALL KITCHEN/BATH SUPPLIES EXPENSE		10.10			
# of Invoices:	66	# Due:	0	Totals:	219,001.91	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					219,001.91	0.00	

→ Agrees with Check Register BK

User: BRENT KILPELA

DB: Howell Twp

Vendor

Inv Num Description

Inv Ref# GL Distribution

--- TOTALS BY FUND ---

101 - GENERAL FUND

220 - RECREATION FUND

590 - SEWER FUND

703 - TAX FUND

--- TOTALS BY DEPT/ACTIVITY ---

000 - OTHER

101 - TOWNSHIP BOARD

191 - ELECTIONS

209 - ASSESSING

215 - CLERK

247 - BOARD OF REVIEW

253 - TREASURER

265 - TOWNSHIP HALL

268 - TOWNSHIP AT LARGE

400 - PLANNING COMMISSION

442 - WWTP

Inv Num	Description	GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
101	GENERAL FUND				10,065.34	0.00		
220	RECREATION FUND				25,000.00	0.00		
590	SEWER FUND				38,228.53	0.00		
703	TAX FUND				145,708.04	0.00		
--- TOTALS BY DEPT/ACTIVITY ---								
000	OTHER				172,908.04	0.00		
101	TOWNSHIP BOARD				105.00	0.00		
191	ELECTIONS				4.50	0.00		
209	ASSESSING				850.00	0.00		
215	CLERK				274.93	0.00		
247	BOARD OF REVIEW				40.00	0.00		
253	TREASURER				477.22	0.00		
265	TOWNSHIP HALL				4,149.65	0.00		
268	TOWNSHIP AT LARGE				4,104.04	0.00		
400	PLANNING COMMISSION				60.00	0.00		
442	WWTP				36,028.53	0.00		



Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL FUND CHECKING				
12/21/2017	GEN	101001455 (E)	APEX SOFTWARE	470.00
12/21/2017	GEN	101001456 (E)	CINTAS CORPORATION #725	63.42
12/21/2017	GEN	101001457 (E)	COMCAST	280.03
12/21/2017	GEN	101001458 (E)	CONSUMERS ENERGY	354.36
12/21/2017	GEN	101001459 (E)	CULLIGAN WATER	87.49
12/21/2017	GEN	101001460 (E)	DTE ENERGY	401.38
12/21/2017	GEN	101001461 (E)	ECONO PRINT	477.22
12/21/2017	GEN	101001462 (E)	FAHEY SCHULTZ BURZYCH RHODES	4,079.00
12/21/2017	GEN	101001463 (E)	FIRST IMPRESSIONS PRINT & MKTG	1,195.67
12/21/2017	GEN	101001464 (E)	MICHIGAN.COM	205.00
12/21/2017	GEN	101001465 (E)	MICRO WORKS COMPUTING, INC	37.50
12/21/2017	GEN	16866	APPLIED IMAGING	150.00
12/21/2017	GEN	16867	CAREFREE MAINTENANCE CO.	345.00
12/21/2017	GEN	16868	DEBRA JOHNSON	106.90
12/21/2017	GEN	16869	DTE ENERGY	405.04
12/21/2017	GEN	16870	JEAN GRAHAM	309.50
12/21/2017	GEN	16871	GUARDIAN ALARM	475.80
12/21/2017	GEN	16872	HOWELL PARKS AND RECREATION	25,000.00
12/21/2017	GEN	16873	IRON MOUNTAIN	110.57
12/21/2017	GEN	16874	MICHIGAN ASSOC OF MUNICIPAL CLKS	60.00
12/21/2017	GEN	16875	MASTER MEDIA	66.89
12/21/2017	GEN	16876	PITNEY BOWES GLOBAL FINANCIAL SERV.	384.57

GEN TOTALS:

Total of 22 Checks:	35,065.34
Less 0 Void Checks:	0.00
Total of 22 Disbursements:	35,065.34

Bank TAX TAX CHECKING

12/19/2017	TAX	5058	FOWLERVILLE DIST LIBRARY	987.35
12/19/2017	TAX	5059	FOWLERVILLE SCHOOLS	6,769.96
12/19/2017	TAX	5060	HOWELL AREA FIRE AUTHORITY	29,706.76
12/19/2017	TAX	5061	HOWELL CARNEGIE LIBRARY	20,740.06
12/19/2017	TAX	5062	HOWELL PUBLIC SCHOOLS	93.50
12/19/2017	TAX	5063	HOWELL PUBLIC SCHOOLS	61,891.99
12/19/2017	TAX	5064	LIV EDUC SERVICE AGENCY	97.45
12/19/2017	TAX	5065	MORTGAGE CONNECT LP	77.77
12/19/2017	TAX	5066	CORELOGIC	2,903.35
12/19/2017	TAX	5067	BANKERS TITLE SETTLEMENT SERVICES	1,196.74
12/19/2017	TAX	5068	CORELOGIC	1,278.55
12/19/2017	TAX	5069	CORELOGIC	1,928.90
12/19/2017	TAX	5070	WILES EVELYN L	513.34
12/19/2017	TAX	5071	US BANK NATIONAL ASSOCIATION	2,941.82
12/19/2017	TAX	5072	LIVINGSTON COUNTY TREASURER	175.35
12/19/2017	TAX	5073	LIVINGSTON COUNTY TREASURER	97.83
12/19/2017	TAX	5074	LIVINGSTON COUNTY TREASURER	14,307.32

TAX TOTALS:

Total of 17 Checks:	145,708.04
Less 0 Void Checks:	0.00
Total of 17 Disbursements:	145,708.04

Bank UTYCK UTILITY CHECKING

12/19/2017	UTYCK	2271	AT&T LONG DISTANCE	11.11
12/19/2017	UTYCK	2272	KERR PUMP AND SUPPLY	2,350.74
12/19/2017	UTYCK	2273	LAKESIDE EQUIPMENT CORP.	1,146.00
12/19/2017	UTYCK	2274	MHOG	2,200.00
12/19/2017	UTYCK	2275	RANDY'S SERVICE STATION	1,930.40
12/19/2017	UTYCK	2276	SEVERN TRENT	23,478.15
12/19/2017	UTYCK	2277	TRUE VALUE HARDWARE	117.23
12/19/2017	UTYCK	2278	UIS SCADA	402.00
12/19/2017	UTYCK	590002449 (E)	DTE ENERGY	336.64
12/19/2017	UTYCK	590002450 (E)	DTE ENERGY	101.90
12/19/2017	UTYCK	590002451 (E)	DTE ENERGY	160.21
12/19/2017	UTYCK	590002452 (E)	DTE ENERGY	373.77
12/19/2017	UTYCK	590002453 (E)	DTE ENERGY	98.38
12/19/2017	UTYCK	590002454 (E)	DTE ENERGY	4,447.86
12/19/2017	UTYCK	590002455 (E)	DTE ENERGY	250.56
12/19/2017	UTYCK	590002456 (E)	DTE ENERGY	292.82
12/19/2017	UTYCK	590002457 (E)	DTE ENERGY	316.76
12/19/2017	UTYCK	590002458 (E)	DTE ENERGY	157.45
12/19/2017	UTYCK	590002459 (E)	DTE ENERGY	56.55

Check Date	Bank	Check	Vendor Name	Amount
UTYCK TOTALS:				
Total of 19 Checks:				38,228.53
Less 0 Void Checks:				0.00
Total of 19 Disbursements:				<u>38,228.53</u>

REPORT TOTALS:				
Total of 58 Checks:				219,001.91
Less 0 Void Checks:				0.00
Total of 58 Disbursements:				<u>219,001.91</u>

*Agrees with  
Invoice Register BIK*