

HOWELL TOWNSHIP BOARD MEETING
3525 Byron Road
Howell, MI 48855
April 9, 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: Regular Board Meeting March 12, 2018
6. Correspondence:
7. Call to the Public:
8. Unfinished Business:
A. Brewer Meadows – extension
9. New Business:
A. GIS Integration Services
B. Thomson Plastic Rezoning
C. Proposal for Howell Township Recreation Plan
D. Discussion Road Improvement Projects
E. Sewer and Water Cost per REU Proposed
F. G2G Cloud Solutions – Credit Card Solution for Howell Township
10. 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
11. Call to the Public
12. Closed Meeting (Discussion on Township Properties)
13. Disbursements: Regular and Check Register
14. Adjournment

AGENDA ITEM

5

HOWELL TOWNSHIP BOARD REGULAR MEETING

MINUTES

Howell Township Hall

March 12, 2018

6:30. p.m.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Jean Graham Clerk

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

All rose for the Pledge of Allegiance.

APPROVAL OF THE AGENDA: MOTION by Melton, seconded by Howard, **“TO APPROVE THE MARCH 12, 2018 AGENDA AS AMENDED: ADD ITEM 9F, BONDS.”** Motion carried.

APPROVAL OF MINUTES:

MOTION by Hohenstein, seconded by Newstead, **“TO APPROVE THE FEBRUARY 12, 2018 MEETING MINUTES AS PRESENTED.** Motion carried. (See February 12, 2018 Meeting Minutes)

CORRESPONDENCE:

See list.

CALL TO THE PUBLIC:

- Mark Epley, 5080 Allen Rd – American Legion Post 141, Corner of M-59 and Grand River – stated that he has applied for a permit for an LED billboard/sign in January of 2017. The sign will help bring in needed funds to keep the post open. His application had previously been denied. His application is under review. (Billboards need to be placed on their own parcel.) He was notified that the Township will be discussing a Moratorium on Signs and Billboards at this meeting. He has submitted a letter requesting that it be entered into record. The letter is requesting that the proposed moratorium not be applied to their application for this billboard/sign. He stated he applied for the Billboard Permit before the Board decided to even discuss the moratorium. (Copy of letter is attached to the end of the minutes.)

UNFINISHED BUSINESS:

- None.

NEW BUSINESS:

A) ORDINANCE ADOPTING A MORATORIUM ON SIGNS AND BILLBOARDS

- Supervisor Coddington stated that the Township’s current ordinance is kind of vague and does not cover everything that is needed. There is a big push for several request for these types of signs. We need to make sure that our Sign Ordinance is complete and will cover all aspects needed for the ordinance. A moratorium will give us a short time to step back and study our current ordinance and decide if it needs to be updated. Discussion followed.
- Trustee and Planning Commission Representative Counts added that the Planning Commission would like the opportunity to revisit this with the Planner and the Engineer to completely understand the impact of the billboards in our Township.

- Treasurer Hohenstein stated that the Township's newly appointed Zoning Administrator Daus has been going through the Zoning and he is noticing some ordinances that are not completely clear and the Billboards/Signs is one of those ordinances.
- Mark Epley stated he hoped that non-profit organizations would have a little different consideration when making these decisions.
- Further questions and discussion from the Board.
- **MOTION** by Hohenstein, seconded by Howard, **"TO ACCEPT ORDINANCE #274, ENACTING A TEMPORARY MORATORIUM FOR THE PERIOD OF 120 DAYS ON THE APPROVAL OF ANY NEW SIGNS AND BILLBOARDS."** Discussion followed. A roll-call vote was taken: Howard – yes, Melton – yes, Hohenstein – yes, Newstead – yes, Counts – yes, Coddington – yes. Motion carries 6 to 0.

B) ROAD MILLAGE RENEWAL RESOLUTION

- Treasurer Hohenstein stated that the Township Road Millage will expire at the end of this year. The renewal will put a proposal on the August Ballot for .9345 mill millage rate that will take effect starting in January 2019 and will expire in 2022.
- **MOTION** by Howard, seconded by Melton, **"TO APPROVE RESOLUTION #03.18.441 ROAD MILLAGE RENEWAL TO BE PLACED ON THE AUGUST 2018 BALLOT."** Discussion followed. A roll-call vote was taken: Newstead – yes, Counts – yes, Coddington – yes, Hohenstein – yes, Melton – yes, Howard – yes. Motion carries 6 to 0.

C) BREWER MEADOWS, EXTENSION

- Supervisor Coddington stated this has been requested by the developer. They have a PUD Agreement with the Township and Preliminary Site Plan approval. They would like the PUD Agreement to be extended until February 28, 2019. This is the agreement that contains the cost sharing of the paving of the road past their development.
- Discussion followed.
- **MOTION** by Howard, seconded by Melton, **"TO TABLE THE DECISION ON THE BREWER MEADOWS EXTENSION UNTIL NEXT MEETING ON APRIL 9, 2018."** Discussion followed. Motion carried.

D) TRILOGY, SPECIAL USE PERMIT

- Kevin Bochler from the Mannik & Smith Group for the proposed memory care facility at the corner of Byron Road and M-59, known as The Willows. When The Willows was first constructed it was known that we would come back for an additional building. The proposed site will be for a 22,000 square foot, 35 bed facility for the purpose of memory care. The current building houses, assisted living, independent living and skill care facilities. The new building will help in the transfer of residents to be able to stay with the same facility and not have to move to another facility. At the last Planning Commission Meeting a couple of the Township residents were here to support this project. They stated that Trilogy is a good neighbor to have. The only issue was the noise coming from the alarm on the pump station. Trilogy is looking into this matter. Once we receive all approvals, we are hoping to break ground in June of this year. At this time, there are no future plans for any additional buildings.
- This type of facility requires a Special Use Permit when located within a Multiple Family Residential District.
- The ZBA has granted 3 variances. The Planning Commission has approved Preliminary Site Plan approval and recommended the Special Use Permit to the Board. Once this is approved, it will go back to the Planning Commission for Final Site Plan approval.
- Questions and statements from the Board. Discussion followed.

- **MOTION** by Hohenstein, seconded by Melton, **“TO ACCEPT THE APPLICATION FROM TRILOGY HEALTH SERVICES FOR THEIR SPECIAL USE PERMIT FOR THE MEMORY CARE FACILITY, CONSIDERING THE INFORMATION PROVIDED BY THE TOWNSHIP PLANNER AND THE RECOMMENDED APPROVAL FROM THE TOWNSHIP PLANNING COMMISSION.”** Discussion followed. Motion carried.

E) CLEAN-UP DAY

- Supervisor Coddington stated that there is an issue about the date scheduled for the Township Spring Clean-up date of May 19th. When trying to get usual the trash hauler for that date, they were already booked. Other companies were contacted but they will only leave containers on site for the entire weekend. We have no idea of how many containers it will take since the trash would not be compacted. June 2nd is alternative date that our usual trash hauler can be there with their trucks. The date of May 19th has already gone out on the tax bills. Discussion followed.
- It was the consensus of the Board to keep the Clean-up date on May 19th.

F) BONDS

- Discussion on paying down a bond to save \$458,112.50.
- **MOTION** by Howard, seconded by Counts, **“TO PAY DOWN \$1.5 MILLION TOWARDS THE \$3,509,400.00 ORIGINAL CASH REQUIREMENT.”** Discussion followed. Motion carried.

REPORTS:

A. SUPERVISOR:

(Supervisor Coddington reported on the following item)

- Attended a meeting on the proposed power plant in Handy Township. Next meeting on this will be at the Handy Township Meeting April 10th.

B. TREASURER:

(Treasurer Hohenstein reported on the following items)

- Had a good tax collecting season. We had one of the lowest delinquent tax season in a long time. We were the first one in and balanced with the County. Good job Carol.
- Tribar has 4 IFTs. Part of that agreement is that they pay their taxes on time. They paid their taxes but were late. They have been late before. Need to make a decision on what the next step should be. To pull their IFTs or send a letter stating that if they are late again their IFT's will be pulled. Discussion followed. It was the consensus of the Board to send a letter stating that if they are late again steps will be taken to pull their IFTs.

C. CLERK:

- No report

D. ZONING:

(Prepared by Zoning Administrator Daus)

- See report.

E. ASSESSING:

(Prepared by Assessor Kilpela)

- See report.

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following items)

- Two brush trucks were sold at auction. One truck was not picked up so the Chief needs to decide if it can go through auction again.
- Paid bills.

G. MHOG:

(Trustee Howard reported on the following items)

- Submitted the design for the repainting of the water tower.
- Paid bills.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- Trilogy was approved for their Preliminary Site Plan and approved recommendation for the Special Use.
- Approved the amendment to the Site Plan for Hamilton Propane to enlarge their storage buildings.

I. ZONING BOARD OF APPEALS (ZBA):

(Trustee Newstead reported on the following item)

- Three (3) variances were approved for Trilogy for their building setbacks and a parking lot setback.

J. WEBSITE:

(Trustee Counts reported on the following item)

- Nothing new to report.

K. WWTP:

(Treasurer Hohenstein reported on the following items)

- Muskrats have chewed through a lagoon pump cable. The cost to repair the pump is \$3,715.00 verses over \$7,000.00 to replace the pump. **MOTION** by Hohenstein, seconded by Howard, **"TO ACCEPT THE BID FROM KENNEDY INDUSTRIES TO REPAIR THE LAGOON PUMP FOR \$3,715.00 AS PRESENTED."** Discussion followed. Motion carried.
- There is a need to have muskrat control. Plant Manager Livernois would like to have Creature Control come out both in the spring and the fall. **WITH A FRIENDLY MOTION** by Howard, seconded by Hohenstein, **"TO HIRE THE MUSKRAT CONTROL COMPANY NOT TO EXCEED \$4,000.00 FOR (1) ONE YEAR."** Discussion followed. Motion carried.

L. HAPRA:

- No report.
- Next meeting, 3/20/2018.

CALL TO PUBLIC:

- Mark Epley, 5080 Allen Road – Wanted to know if the moratorium on signs and billboards will affect his application for a billboard since he had his application in before the moratorium. (The moratorium has tied the hands of the Planning Commission to approve any signs for (120) one hundred, twenty days. If you proceed forward, the Planning Commission could still deny you. They cannot approve you. They could table you. At the end of the moratorium, you can come

back and then try to get approval.) Even though our application came before the moratorium? (Yes.) Will this be in the minutes? (Yes.)

CLOSED SESSION:

A) Discussion on Township Properties

- **MOTION** by Counts, seconded by Hohenstein, **“TO ENTER INTO CLOSED SESSION AT 8:20 P.M.”** A roll-call vote was taken: Melton – yes, Coddington – yes, Newstead – yes, Counts – yes, Howard – yes, Hohenstein – yes. Motion carried 6 to 0.
- **MOTION** by Counts, seconded by Howard, **“TO ENTER INTO REGULAR SESSION AT 8:35 P.M.”** Motion carried.

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Hohenstein, seconded by Howard, **“TO APPROVE THE REGULAR DISBURSEMENTS THROUGH MARCH 7, 2018 AND CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carried.

ADJOURNMENT: **MOTION** by Hohenstein, seconded by Counts, **“TO ADJOURN.”** Motion carried. The meeting adjourned 8:35 p.m.

APPROVED:

As Presented: _____	Jean Graham Howell Township Clerk
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As Amended: _____	Mike Coddington Howell Township Supervisor
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As Corrected: _____	
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Dated _____	Debby Johnson Recording Secretary
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AGENDA ITEM

8

February 9, 2018

Supervisor Michael Coddington
Howell Township
3525 Byron Rd
Howell, MI 48855

Re: Brewer Meadows

Dear Supervisor Coddington;

This is to advise you of the current status of the proposed Brewer Meadows Community. We are continuing to pursue the finalization of all approvals required for the site through Brent LaVanway at Boss Engineering. We expect to complete this work this year. We have had some interest from developers to purchase the site, but there is nothing definite to report as of yet.

At this point we are not in a position to make the \$400,000 Brewer Road paving payment before the upcoming deadline called for in the Development Agreement. This is to request your consideration to extend this payment timeframe until February 28, 2019. I believe it will be mutually beneficial for us to pursue completion of the permit process under the terms of the Development Agreement that we all worked so long and hard to put together.

You may recall that the Development Agreement allows for the certainty of a \$400,000 payment to the Township toward the paving of Brewer Road. It also calls for the Township to complete the required paving within 12 months of the date of the payment.

At this point I believe that it would be very difficult for the Township to obtain the approvals necessary, and then to complete the actual paving work within the 12 months called for under the Agreement. In addition it would be very difficult for us to obtaining financing or secure a developer if this provision reverts to an open-ended format. An extension will allow us to mutually work toward a successful paving effort.

To that end, this is to request that the Township trustees approve a modification to the Development Agreement to extend the date of this particular provision until February 28, 2019.

Thank you for your consideration and support.


Michael Furnari

BREWER MEADOWS PLANNED UNIT DEVELOPMENT

January 12, 2015 the preliminary site plane and PUD where approved by the Township Board.

July 26, 2016 the planning commission approved an extension of the preliminary site plan until July 25, 2017.

March 2017 received construction plans for engineers review.

February 9, 2018 received a letter requesting an extension of the preliminary site plan and PUD Agreement.

A finial site plan has not been submitted for approval.

All taxes are paid in full to date.

There is currently unpaid engineering fees of \$5,775.79

Attached is the letter requesting the extension, brewer Meadows Planned Unit Development Agreement (on page 4.5 discusses the paving of Brewer Rd.) and Article XX of the Zoning Ordinance Section 20.06, 20.06 E. Expiration and extension of approvals.

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Michael Furnari

ORIGINAL

BREWER MEADOWS PLANNED UNIT DEVELOPMENT AGREEMENT

This Planned Unit Development Agreement (the "Agreement") is entered into this _____ day of _____, 2015, between **Brewer Rd Howell LLC**, a Michigan limited liability company, whose address is 1700 West Big Beaver Road, Suite 120, Troy, MI 48084 (the "Developer"), and the **Township of Howell**, a Michigan municipal corporation, whose address is 3525 Byron Road, Howell, Michigan 48843 (the "Township").

RECITALS

A. Developer has an agreement to purchase 37.15 acres of land owned by the Township located in Howell Township, Livingston County, Michigan, the legal description of which is set forth on Exhibit A attached hereto (the "Property").

B. Developer desires to develop the Property as a type II planned unit development ("PUD") in accordance with Article XXVII, "PUD-Planned Unit Development Projects", of the Howell Township Zoning Ordinance (the "Zoning Ordinance"). The PUD is to be known as "Brewer Meadows" (the "Project").

C. On December 9, 2014 the Township Planning Commission recommended approval of a Preliminary PUD Site Plan for the Property pursuant to Sections 20.06(B), 20.08(J), and 27.06 of the Zoning Ordinance for the development of the Property as a PUD.

D. On January 12, 2015, the Township Board approved the Preliminary PUD Site Plan for the Property in compliance with the Zoning Ordinance.

E. On _____, 2015, the Township Planning Commission recommended approval of a Final PUD Site Plan for the Property and this Agreement pursuant to Sections 20.07 and 27.06 of the Zoning Ordinance.

F. On _____, 2015, the Township Board approved the Final PUD Site Plan for the Property, which is attached hereto as Exhibit B (the "PUD Plan"), and this Agreement pursuant to Sections 20.07 and 27.06 of the Zoning Ordinance and the Michigan Zoning Enabling Act, as amended.

NOW, THEREFORE, Developer and Township, in consideration of the mutual covenants of the Parties described in the Agreement, agree as follows:

ARTICLE I. GENERAL TERMS

- 1.1 The Township and Developer acknowledge and represent that the recitals set forth above are incorporated herein and are true, accurate and binding.
- 1.2 The Township acknowledges and represents that this Agreement may be relied upon for future land use and development of the Property by Developer and Developer's assigns and successors in interest.
- 1.3 The PUD Plan has been approved by the Township Board in accordance with all applicable Township ordinances, and depicts the land uses that shall be permitted and shall be developed on the Property. Approval of the PUD Plan includes approval of the PUD, this Agreement and all Exhibits attached to this Agreement, which take precedence over and supersede any and all prior reports, agreements, plans and other submissions to or approvals by the Township relative to the Property.
- 1.4 The PUD Plan complies with the Zoning Ordinance requirements, except as specifically provided otherwise within this Agreement.
- 1.5 Pursuant to Section 27.03 of the Zoning Ordinance, the location and uses of all buildings, all uses and mixtures thereof, all yards, setbacks, buffer areas and transition strip, and all other information regarding the uses of the Property as shown on or as part of the PUD Plan shall have the full force and permanence of the Zoning Ordinance as though such PUD Plan and supporting information were specifically set forth as requirements in the Zoning Ordinance.
- 1.6 This Agreement, including the uses approved on the PUD Plan, is for the benefit of the Property, and shall run with the land, and shall bind and inure to the benefit of the Parties and the heirs, successors, assigns and transferees of the Parties to this Agreement. No other parties shall have any rights with respect to this Agreement.
- 1.7 The PUD may be developed in phases as shown on the approved PUD Plan and subject to final site plan approval on each phase of the PUD. The Developer has the right, but not the obligation, to create separate condominium associations for the different phases of the PUD and separate master deeds, bylaws and condominium subdivision plans for each phase of the PUD. Site improvements as determined by the Township Zoning Administrator to be reasonably necessary or related to each phase, including without limitation, site amenities, road improvements, storm drainage, sidewalks and landscaping, shall be made at the time of construction of that particular phase. The Township shall timely issue, upon payment of any applicable fees, all building and other permits required for development of the PUD and any improvements to be constructed on the Property, which are in compliance with the PUD, this Agreement and all other applicable Township requirements.

- 1.8 The PUD Plan may be amended upon application by Developer and upon approval of the Township Board as set forth in the Zoning Ordinance as permitted by Article XX and Article XXVII, Section 27.09 of the Zoning Ordinance. Notwithstanding the foregoing, the Township Zoning Administrator shall have the authority to review and approve in writing the following minor changes to the PUD Plan that may be requested by Developer, provided that the area and density requirements and the overall character of the PUD Plan are not materially affected: (a) reduction in the height of any building, or the floor area of any building by no more than five percent (5%); (b) increase in the floor area of any building of no more than five percent (5%); (c) relocation of any building in any direction within five feet of its location as designated on the PUD Plan; and (d) internal rearrangement of parking areas, roads, sidewalks, storm drainage facilities and other utilities.
- 1.9 The approvals set forth herein, including the PUD and the PUD Plan, are valid for a period of six (6) years from the date of this Agreement. Any phase of the PUD that has been started during this six (6) year period may be completed, provided that construction on that phase continues without any interruption. Any extension of the approvals beyond the six (6) year period shall be treated as a PUD Plan amendment as permitted by the Zoning Ordinance.

ARTICLE II. LAND USE AUTHORIZATION AND STANDARDS

- 2.1 Township acknowledges and represents that the Property is currently zoned MFR and upon rezoning shall be zoned MFR with a Type-2 PUD.
- 2.2 The PUD as shown on the PUD Plan consists of 111 single family residential home sites, with 10.89 acres of open space. The PUD Plan also includes public sewer, public water and private roadways.
- 2.3 Approved minimum building unit area, open space, setbacks and building footprint and maximum density, lot coverage, and building height for the land uses within the PUD shall be as set forth on the approved PUD Plan.

ARTICLE III. INTERNAL PRIVATE ROADS

- 3.1 An internal system of private vehicular roads shall be constructed by developer at its expense throughout the PUD as shown on the PUD Plan.
- 3.2 The internal roads within the PUD are private roads and shall be maintained by Developer to meet the design Standards (hereinafter defined) until such time as a Condominium Owners Association or Associations has been established for the residential portion of the PUD (collectively, the "Condominium Owner Association") pursuant to a Master Deed recorded with the Livingston County Register of Deeds, at which time the Condominium Owners Association shall maintain such roads to meet the design Standards as provided in the Master Deed. The Condominium Association shall carry liability insurance and any action alleging tort liability related to the roads shall be brought against the Condominium Association, except as otherwise required by the Michigan Condominium Act.

- 3.2.1 The Master Deed shall comply with all applicable requirements of Article XXVI of the Zoning Ordinance.
- 3.2.2 The Master Deed shall provide that each unit owner shall be obligated to participate in the cost of the operation and maintenance of the internal private roads pursuant to a workable method of apportioning the cost of maintaining such roads acceptable to Township as required under Section 26.15(E)(1)(b) of the Zoning Ordinance.
- 3.2.3 In the event that Developer or the Condominium Owners Association shall fail to maintain any of the internal private roads as required hereby, Township may perform such maintenance and assess the owners of the parcels on the private road or those residents who have access to the private road for such work, plus an administrative fee of 25%, as set forth in Section 26.15(E)(1)(c) of the Zoning Ordinance.
- 3.3 No public funds of Township shall be used to build, repair or maintain the private roads in the PUD.
- 3.4 Developer shall grant easements over the private roads in the PUD to the public for the purpose of emergency and other public vehicles for whatever public access or services are necessary in accordance with Article 26.15(E)(1)(e) of the Zoning Ordinance.
- 3.5 The owners of property within the PUD shall refrain from prohibiting, restricting, limiting or in any manner interfering with the normal ingress and egress and use of the private roads within the PUD by any of the other owners of property within the PUD. Normal ingress and egress and use shall include use by family, guest, invitees, tradesman, and others traveling to or returning from any of the properties within the PUD.
- 3.6 The internal private roads shall be at least thirty feet (30') wide measured from back of curb to back of curb, excepting in the area provided with a landscaped boulevard in which the roadways on each side of the boulevard are eighteen feet (18') wide measured from back of curb to back of curb. The internal private roads rights of way shall be as set forth on the approved PUD Plan and shall include the roadway, sanitary sewer, storm sewer, water main, electric, gas, telephone and cable TV.
- 3.7 Other than as set forth herein or in the Zoning Ordinance, the internal private roads in the PUD shall comply with the Livingston County Road Commissions "Specifications for Plat Development" adopted May 24,1991, or such other standards as may be adopted by Township for private roads (the "Design Standards")

ARTICLE IV. SITE IMPROVEMENTS

- 4.1 The site improvements upon the Property shall be created to accomplish the objective of providing accommodations for vehicular traffic, pedestrian traffic and parking as depicted

upon the PUD Plan.

- 4.2 Pedestrian walkways shall be constructed on both sides of the residential streets within the PUD. The pedestrian walkways shall be five (5') feet in width with a surface of concrete.
- 4.3 Walkways shall be constructed in the location depicted on the PUD Plan in accordance with the construction plans approved by Township.
- 4.4 A paved 20' wide emergency access drive to property adjacent to the East property line shall be constructed as shown on the PUD Plan.
- 4.5 Prior to commencement of any construction on the Property, Developer shall pay the Township the amount of Four Hundred Thousand Dollars (\$400,000), which will be applied by the Township against the cost of paving the entire length of Brewer Road from M-59 to approximately 50 feet north of Henderson Road. Within 12 months of the date of such payment, the Township will complete the paving of the entire length of Brewer Road from M-59 to approximately 50 feet north of Henderson Road, unless the Township is excused by Force Majeure. After the paving project is completed, the Township will refund to Developer any amount by which the \$400,000 payment exceeds ½ of the total cost to pave the entire length of Brewer Road from M-59 to approximately 50 feet north of Henderson Road. Provided that, if Developer fails to pay the \$400,000 to the Township prior to February 1, 2017, and the total cost of the road project exceeds \$800,000, the Developer shall be required to pay the Township an additional amount so that the Developer's final contribution to the road construction equals 50% of the total cost incurred by the Township to pave the entire length of Brewer Road from M-59 to approximately 50 feet north of Henderson Road.
- 4.6 For purposes of this Agreement, "Force Majeure" means a cause or event beyond the Township's reasonable control, which through the exercise of due diligence the Township is unable to foresee or overcome, including without limitation any new or expanded county, state or federal statutory, regulatory or ordinance requirements; any adverse weather conditions such as hurricanes, tornadoes, high winds, snow storms or ice storms; any other natural disasters such as earthquakes or floods; or any acts of God, acts of war, terrorism, strikes, lockouts, industrial disturbances or civil disturbances. The term does not include any changes in general economic conditions such as inflation, interest rates, or other factors of frequent occurrence.

ARTICLE V. LANDSCAPING

- 5.1 The landscaping shall be constructed, installed and maintained in accordance with the approved landscaping plans that form a part of the PUD Plan.

ARTICLE VI. UTILITIES

- 6.1 The PUD shall be serviced with underground utilities, including electrical, natural gas,

telephone, and cable television, which shall provide utility services to all buildings within the PUD with easements reserved for the utility providers for repair, maintenance and improvements.

- 6.2 The Property and the PUD shall be connected at the outside boundary of the Property to the Township's waste water treatment plant and municipal water supply by improvements constructed by the Township as part of the existing Special Assessment Districts, of which the Property is a part. Public sanitary sewer has been extended to the outside boundary of the Property by the Township through Special Assessments under Act 188 of the Public Acts of 1954. Developer and Township agree that the current principal amount of the unpaid Special Assessments for sewer against the Property total \$111,720.00. Such principal amount shall be divided into equal annual installments of principal, together with interest at 5.51% per annum from and after the date of this Agreement, as shown on the attached Exhibit C, which shows annual installments through December 31, 2020, and all such installments shall be billed, collected and paid when due. If any Special Assessment installment is not paid when due, then the Special Assessments shall be considered to be delinquent and there shall be collected, in addition to interest, a penalty at the rate of 1% for each month, or fraction of a month, that the Special Assessments remain unpaid before being reported to the Township Board for reassessment upon the Township Tax Roll. If not paid by the due date, the installments shall be subject to collection, fines and penalties in the same manner as for delinquent property taxes. Said Special Assessments levied on the Property shall be secured by a statutory lien on the Property in accordance with Act 188 of the Public Acts of 1954 and other remedies available to the Township under law. Nothing in this Agreement shall be construed to exempt the Developer or the Property from any ad valorem tax liability or assessments which may be authorized by law. Developer agrees to pay said Special Assessments in full as they come due and Developer unconditionally guarantees to Township the current and timely payment of the Special Assessments, plus any interest that accumulates during repayment, until the Special Assessments are paid in full. Developer's personal guarantee shall bind Developer and its successors and assigns. Developer shall also provide an irrevocable Letter of Credit acceptable to the Township in the principal amount of \$111,720.00 as security for the timely payment of the Special Assessments as they come due. The Township shall have the right to draw against the Letter of Credit and to pursue any remedies necessary directly against Developer and its successors and assigns to obtain timely payment of the Special Assessments, including any interest, fees or penalties that may accrue due to the Special Assessments becoming delinquent. Developer's guarantee of the Special Assessments and Letter of Credit shall not be required if Developer pays the entire principal amount of the future Special Assessments at the time of closing, plus interest calculated to the date of closing.
- 6.3 At Developer's request, upon the creation of new tax parcels within the Property for the individual condominium units within the PUD, the Township Assessor shall divide a pro-rata portion of the then remaining Special Assessments among the condominium units within the PUD, and the payment of such divided Special Assessments shall be subject to the same payment requirements as the original Special Assessments discussed above. The

Letter of Credit required above shall remain valid, however, until the Special Assessments have been paid in full.

- 6.4 Developer at its expense shall be responsible for the design and construction of water and sanitary sewer facilities within the PUD and for the infrastructure required by Township and the Townships Engineer and the Marion, Howell, Oceola, Genoa Water Authority (MHOG) to connect the water and sewer facilities within the PUD to the public sanitary sewer and water systems at the PUD property line. This shall include, among other facilities, the Developer's construction at its own cost of a sanitary sewer pump station needed to serve the Property. Upon completion by Developer of the water and sanitary sewer facilities within the PUD and the infrastructure to connect such system to the public water and sewer facilities at the PUD property line, and the inspection and approval of such facilities by Township Engineer during and after completion of such facilities, Developer shall convey to Township and MHOG and Township and MHOG shall accept the components of the PUD water and sewer facilities including, but not limited to, all pipes, connections, hydrants and other collection facilities up to the customers side of the meter with the rest of the line belonging to the customer. Developer shall be responsible to pay the reasonable cost of such inspections, and shall deposit the estimated cost of such inspections with Township and MHOG prior to commencement of construction of such facilities. Developer shall assign all construction warranties Developer has obtained with respect to the PUD water and sanitary sewer system to Township and MHOG. Developer may construct the water and sanitary sewer system within the PUD in phases, to correspond to the phases of development of the PUD. If developer carries out such construction in phases, at Townships and MHOG's request the conveyance of the water and sanitary sewer system shall occur in phases, promptly upon completion of each phase and the review and inspection of the water and sewer facilities within such phase by Townships Engineer and MHOG.
- 6.5 Township shall construct an 8" water line along Brewer Road to connect the Property with the Township's existing water lines as per engineering plans approved by the Township. Prior to the commencement of such water line construction by the Township, Developer shall pay the Township a water benefit charge in the total amount of \$289,373.67. The Township shall complete the construction and installation of the aforementioned water line as soon as reasonable possible, but in no event shall the completion be later than twelve months after the date of Developer's payment, unless the Township is excused by Force Majeure.
- 6.6 Water and sewer rates and charges to the Property and the PUD shall be in accordance with Howell Township's ordinances, as amended from time to time, other than the water benefit charge referenced above. Currently, those applicable ordinances are Ordinance Nos. 21, 54, 181 and 238.
- 6.7 The PUD shall be serviced by private storm water management facilities to be constructed and installed at the sole expense of Developer. The onsite storm water management system shall be maintained by the Developer and then by the Condominium Owners

Association in the same manner as provided in paragraph 3.2 hereof. The Master Deed shall provide that each unit owner shall be obligated to participate in the operation and maintenance of the onsite storm water management facilities pursuant to a reasonable method of apportioning the cost of maintaining such system.

ARTICLE VII. OPEN SPACE PRESERVATION

- 7.1 The PUD incorporates open space areas and park areas which are depicted on the PUD Plan (the "Open Space Areas"). The Open Space Areas shall be irrevocably dedicated to the Condominium Owner's Association either as rights in fee or easement, retained as open space for park, recreation, utility or other common uses and maintained by the Condominium Owners Association. Detention and retention ponds and similar improvements may be permitted within the Open Space Areas if approved by the Township and incorporated into the approved function and/or design of the Open Space Areas through the approval of the final site plan.
- 7.2 Developer shall have the right to reserve, dedicate and/or grant public or private easements within the Open Space Areas for the construction, installation, repair, maintenance and replacements of rights-of-way, walkways, boardwalks, water features, fountains, bicycle paths, water mains, sewers, drains, retention basins, electric lines, telephone lines, gas mains, cable television and other telecommunication lines and other public and private utilities, including all equipment, facilities, and appurtenances relating thereto, as provided in the Master Deed(s).
- 7.3 Developer shall reserve, dedicate and/or grant public or private easements within the Open Space Areas for the permanent preservation of any wetland or open space.

ARTICLE VIII. SIGNS

- 8.1 The Project Entry Sign shown on the PUD Plan shall comply with the requirements of Article XIX of the Zoning Ordinance.

ARTICLE IX. OTHER

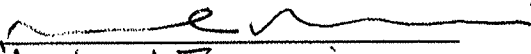
- 9.1 This Agreement may not be modified, replaced, amended or terminated without the prior written consent of Developer and the Township or their respective assigns and successors in interest. Developer and Township shall be entitled to modify, replace or amend this Agreement without the consent of any other person or entity, regardless of whether such person or entity now or hereafter has any interest in any part of the Property, including subsequent purchasers, or their tenants, mortgagees or others.
- 9.2 In the event of any direct conflict between the terms and provisions of this Agreement and the provisions of the PUD Plan, Zoning Ordinance, or other township ordinances, rules or regulations, the provisions of this Agreement shall control.
- 9.3 The Condominium Association for any phase of the PUD shall be established before any

building or structure in that phase of the PUD is sold by the Developer or occupied.

- 9.4 Developer may assign its rights under this Agreement to any subsequent owner of the Property. Developer may also assign its rights to purchase the Property to a related or affiliated entity and may reacquire such Property, either directly or through a related or affiliated party at a later time. In any such event, the terms and provisions of this Agreement shall remain in effect for the benefit of the Township and the owner, or owners of the Property.
- 9.5 Unless otherwise specifically provided, all notices and other documents to be served or transmitted under this Agreement shall be in writing and addressed to the respective parties at the addresses stated on the first page of this Agreement and may be served or transmitted in person or by ordinary mail properly addressed with sufficient postage.
- 9.6 This Agreement has been executed in the State of Michigan and shall be governed by Michigan law.
- 9.7 If any provision of this Agreement is unenforceable for any reason, the unenforceability thereof shall not impair the remainder of this Agreement, which shall remain in full force and effect.
- 9.8 This Agreement represents the entire understanding and agreement between the parties hereto with regard to the matters addressed herein. All prior oral or written understandings and agreements with regard to the matters addressed herein are specifically merged herein.
- 9.10 This Agreement shall be recorded with the Livingston County Register of Deeds and shall be referenced in the Master Deed for the Property and in the deeds to each individual unit sold in the PUD.

WITNESS the due execution of this Agreement by the parties hereto as of the day and year first above written, which shall be the last day that Developer or Township shall have executed this Agreement below.

Brewer Rd Howell LLC

By: 
Michael Furnari

Title: Member

Township of Howell

By: 
Michael Coddington, Supervisor


By: 
Carolyn Eaton, Clerk

ACKNOWLEDGEMENTS

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

On this 22 day of December, 2015, before me, a notary public in and for said County, personally appeared MICHAEL FURMAN, Member of Brewer Rd Howell LLC, a Michigan limited liability company, who acknowledged that he executed the foregoing instrument with authority on behalf of Brewer Rd Howell LLC.

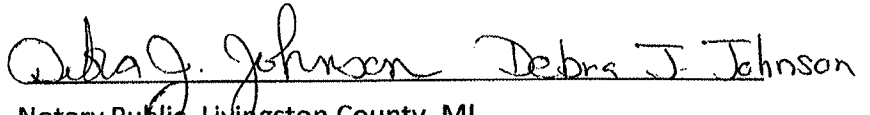
Jeffrey S. Gunsberg
Notary Public-Oakland County
My Commission Expires
On July 4, 2018



Notary Public, _____ County, MI
Acting in _____ County, MI
My commission expires: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF LIVINGSTON)

On this 17th day of December, 2015, before me, a notary public in and for said County, personally appeared Michael Coddington and Carolyn Eaton, the Supervisor and Clerk, respectively, of the Township of Howell, who acknowledged that they executed the foregoing instrument with authority on behalf of the Township of Howell.



Notary Public, Livingston County, MI
Acting in Livingston County, MI
My commission expires: 3/30/2020

When recorded return to:
Carolyn Eaton
Howell Township Clerk
3525 Byron Road
Howell, Michigan 48843
(517) 546-2817

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

A parcel of land situated in Howell Township, Livingston County, Michigan described as:

SEC 27 T3N R4E NE 1/4 OF NE 1/4 EXC N 210 FT OF E 230 FT ALSO EXC BEG 1179.83
FT S FROM NE COR OF SEC TH CONT S 150.27 FT, N 86°35' W 290 FT, N 88°44'30"
W 281.57 FT, N 160.90 FT, S 86°35' E 572 FT TO BEG 36.4AC M/L

Also known as Tax Parcel No. 4706-27-200-004

EXHIBIT B

FINAL PUD SITE PLAN

[Must show Phasing – see Section 1.7]

EXHIBIT C

SPECIAL ASSESSMENT IN THE AMOUNT OF 114,720.00 TO BE PAID AT CLOSING

ORIGINAL

ARTICLE XX

Section 20.04 ROLE OF THE ZONING ADMINISTRATOR.

The Zoning Administrator shall inspect all parts of the set of plans comprising the required site plan submittal for completeness prior to referring the site plan to the Planning Commission for its review and action. The Zoning Administrator shall not issue a Zoning Permit for construction of or addition to any use until a final site plan requiring the Planning Commission's or Township Board's approval has been approved by the Planning Commission or Township Board and is in effect.

(Ord. No. 1 eff. Jan. 8, 1983; Ord. No. 64 eff. Jan. 12, 1998)

Section 20.05 SITE PLAN APPROVAL REQUIRED PRIOR TO STARTING CONSTRUCTION OR USE OF LAND.

No grading, removal of trees or other vegetation, land filling, or construction of improvements shall commence for any development which requires site plan approval, until a final site plan is approved and is in effect, except as provided in this Article.

(Ord. No. 1 eff. Jan. 8, 1983; Ord. No. 64 eff. Jan. 12, 1998)

Section 20.06 SITE PLAN REQUIREMENTS

- A. Application. All applicants shall comply with the "Informational and Procedural Check List for Site Plan Review" of current adoption by the Township Planning Commission and the Township Board. Any person may file a request for preliminary site plan approval by filing required forms with the Township Clerk, payment of the review fee, and at least thirteen (13) copies of a preliminary site plan drawing(s). Upon receipt of such application, the Clerk shall transmit the preliminary site plan drawing(s) to the Planning Commission prior to its next regular meeting.
- B. Information required for review. Every preliminary site plan submitted under this Article shall contain information required in the "Informational and Procedural Check List for Site Plan Review" and the following:

Stage 1 - Preliminary Information:

- 1) Cover sheet shall include the name of the project, the names and addresses of the owners, the firm or persons preparing the plans and their addresses, the location of the project on a vicinity map and the date the plans were prepared.
- 2) A plot or survey of the property prepared by a licensed land surveyor showing all property lines, easements, adjacent roads, topographical contour lines at two (2) foot intervals, location of all trees having a diameter at breast height of six (6) inches or more, boundaries of woodlots and shrub masses, existing buildings and structures located above and below the ground surface, potential wetlands and flood areas, connecting property lines and land uses of adjacent properties and utilities available to serve the project site.
- 3) A conceptual plan showing all proposed developments to be built upon the property prepared by a licensed/registered Engineer, Architect or Landscape Architect of the entire project showing all buildings and structures, including roads, drives, parking areas, walks, signs, outdoor lighting, open space uses, fencing, walls, buffer area and screen plantings, berms, outdoor storage areas, trash receptacle storage areas and any other development feature proposed to be developed on the site for the project.

- 4) The Planning Commission may conditionally approve a conceptual plan at this stage.
- 5) All Preliminary Site Plans, when on and off-site improvements are included on the site plan which needs to be reviewed and reported upon by the following agencies and officials, shall be reviewed and reported upon by such agencies and officials and the Applicant shall secure copies of their reviews and reports and submit them to the Planning Commission as a part of the Preliminary Site Plan submittal:

County Road Commission
 County Drain Commissioner
 County District Health Department
 Township Sewer and Water Authority
 State Department of Transportation (MDOT)
 State Department of Environmental Quality (DEQ)
 State Department of Public Health
 Howell or other school districts
 Applicable Federal Agencies
 Local Fire Marshall.

And additionally each Applicant shall comply with the procedures and requirements outlined in the adopted "Informational and Procedural Check List for Site Plan Review" of current adoption by the Planning Commission, and Township Board.

Stage 2 - Detailed Information:

- 1) A grading plan prepared by a licensed/registered Engineer, Architect or Landscape Architect showing all existing and proposed grading changes at two (2) foot contour intervals and including detailed cost estimates for each item of construction.
- 2) Construction drawings of all utility systems, prepared by a licensed Engineer, including water supply, wastewater disposal, storm drainage, electric power, natural gas, telephone and TV cable and off-site connections to them, and including detailed cost estimates for each item of construction.
- 3) Construction details of all improvements including, but not limited to roads, drives, curb and gutter parking areas, walks, fences, berms, drains, water mains or wells, sanitary sewers or septic tanks and tile fields, manholes, pumping stations, force mains and other related appurtenances to each utility system prepared by a licensed or registered Engineer, Architect or Landscape Architect, and including detailed cost estimates for each item of construction.
- 4) Landscape planting plans prepared by a registered Landscape Architect showing the location, name and size of trees, shrubs, vines and ground covers to be planted on-site, including plantings related to buildings and structures, buffer areas and screenings, including detailed cost estimates for each item of construction.

Stage 1 and Stage 2 - Site Plan Information:

- 1) Scales of Plans:
 - a) For projects of up to forty (40) acres the scale of each plan shall be at one (1) inch equals 100 feet.

ARTICLE XX

- b) For projects of more than forty (40) acres the scale of each plan shall be at one (1) inch equals 200 feet.
- 2) Other Requirements:
 - a) Each plan shall have a graphic and numerical scale represented on it.
 - b) Each plan shall have a date the plan was made and the dates of any revisions made of it.
 - c) Each plan shall have the signature and stamp of the profession in which they are licensed or registered in the State of Michigan.
- 3) In order to properly and adequately analyze a Conceptual and/or Preliminary Site Plan, the Planning Commission may require an Applicant to have prepared the following informational studies:
 - a) Market Feasibility by a recognized Professional Market Analyst
 - b) Environmental Impact Assessments by a Professional Environmentalist experienced in environmental impact studies in the State of Michigan.
 - c) Traffic Impact Assessment by a Experienced Professional Traffic Engineer, Licensed by the State of Michigan, which shall be used as a guide.
 - d) Public Facility, Utility and Service Impact Assessment by a Licensed Professional Engineer, State of Michigan.
- 4) The Types of Site Development Projects which in the judgment of the Planning Commission may require any one or all of the above Studies including the following:
 - a) Planned Unit Development Projects
 - b) Condominium Projects
 - c) Single Family Residential Housing Projects of 30 acres or more in area
 - d) Multiple Family Residential Housing Projects of 10 acres or more in area
 - e) Commercial Office Projects of 5 acres or more in area
 - f) Commercial Retail Projects of 5 acres or more in area
 - g) Industrial Manufacturing Projects of 5 acres or more in area
 - h) Private or Semi-Private Institutional Projects of 5 acres or more in area
 - i) Private or Semi-Private Recreational Area Projects of 5 acres or more in area

In making its determination as to the need and therefore the requirements for an Applicant to complete any of the above Studies the Planning Commission shall use the criteria listed in Section 16.06 "Required Standards and Findings for Making Determinations" of this Zoning Ordinance.

- C. Planning Commission action. The Planning Commission shall study the site plan and shall, within sixty (60) days of the filing date, approve or deny the preliminary site plan. If denied, the Planning Commission shall prepare a report setting forth the conclusions of its study and the reasons for its denial. The time limit may be extended upon a written request by the applicant and approved by the Planning Commission, or by mutual written agreement between the Planning Commission and the applicant.

In addition to the above, a PUD Site Plan shall be recommended to the Township Board for its approval, approval with conditions, or denial.

- D. Effect of approval. Approval of a preliminary site plan by the Township Planning Commission and PUD Site Plans by the Township Board shall indicate its acceptance of the proposed layout of buildings, roads and drives, parking areas, and other facilities and areas, and of the general character of the proposed development. The Planning Commission or Township Board in the case of a PUD Site Plan, may, with appropriate conditions attached, authorize issuance of a grading permit by the Zoning Administrator on the basis of an approved preliminary site plan. The conditions to be attached to a permit issued for grading and foundation work may include, but not necessarily be limited to, provisions for control of possible erosion, for excluding the Township from any liability if an acceptable plan is not provided, and for furnishing a financial guarantee for restoration of the site if work does not proceed.

E. Expiration and extension of approvals. Approval of a preliminary site plan shall be valid for a period of one (1) year from the date of approval and shall expire and be of no effect unless an application for final site plan approval is filed with the Township Clerk within that time period. A one (1) year extension may be granted upon written request of the applicant and approval of the Township Planning Commission. The approval of the preliminary site plan shall also expire and be of no effect one (1) year after approval of a final site plan, unless an extension or a Zoning Permit has been obtained for development shown on the approved final site plan within that time period.

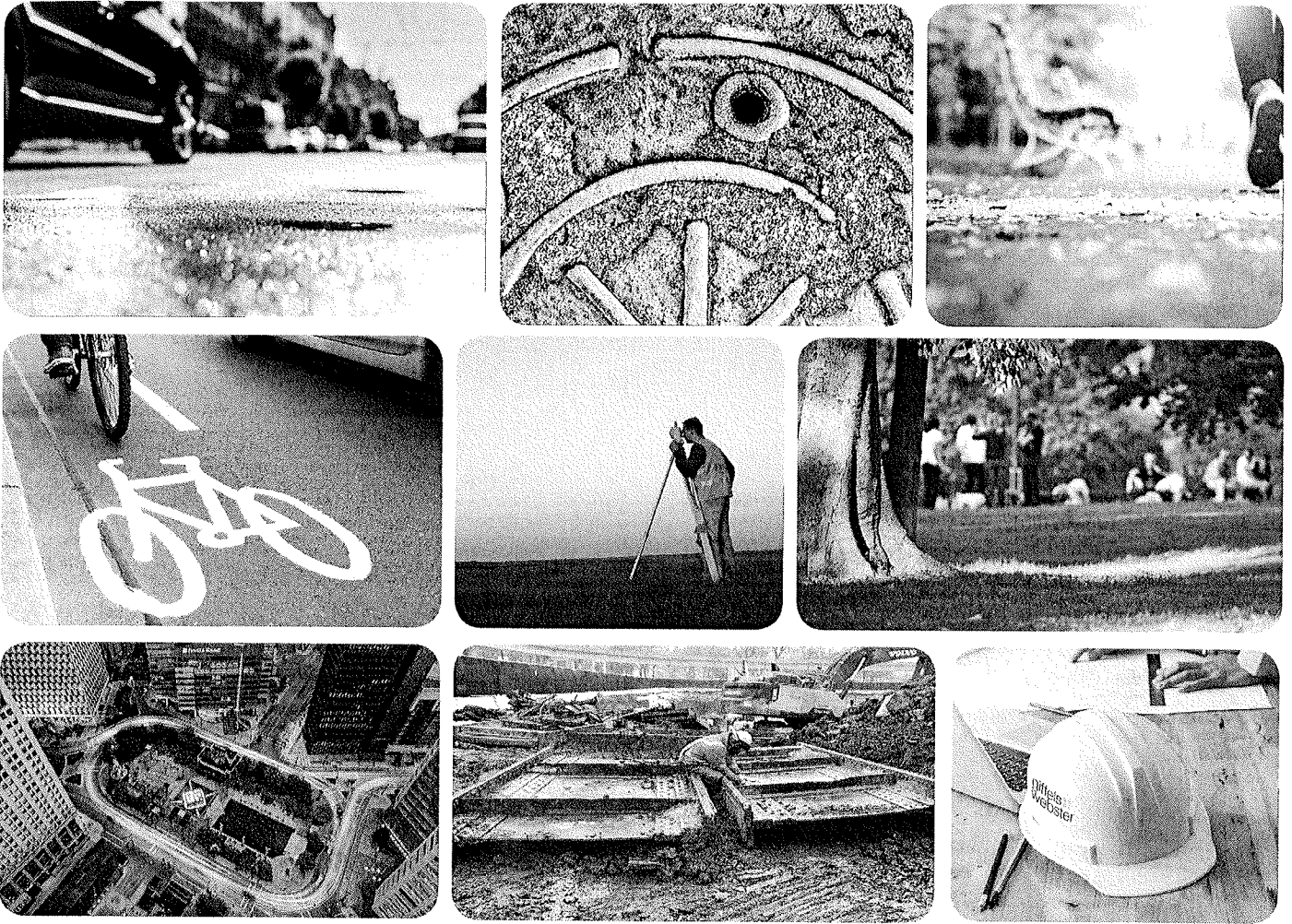
(Ord. No. 1 eff. Jan. 8, 1983; Amend. by Ord. No. 64 eff. Jan. 12, 1998; further amend. by Ord. No. 97 eff. Feb. 23, 2000; further amended by Ord. No. 138 eff. May 26, 2002, further amended by Ord. No. 194 eff. March 1, 2006)

Section 20.07 FINAL SITE PLAN REQUIREMENTS.

- A. Application. Following approval of a preliminary site plan, the applicant shall submit thirteen (13) copies of a final site plan as well as other data and exhibits hereinafter required to the Township Clerk, the review fee, and a completed application form. The Clerk, upon receipt of the application, shall promptly transmit the final site plan to the Planning Commission.
- B. Information required for review. Every final site plan submitted for review under this Article shall contain information as required by Township regulations for site plan review contained in Section 20.06 above. Additional information required for PUD shall be submitted in accordance with Section 27.07.
- C. Planning Commission action. The Planning Commission shall study the final site plan and shall within sixty (60) days of the date of the Planning Commission meeting at which the plan was received, approve or disapprove the final site plan. This time limit may be extended upon written request by the applicant and approval by the Planning Commission, or by mutual written agreement between the Planning Commission and the applicant. The Planning Commission may suggest and/or require changes in the plan as

AGENDA ITEM

9A



Proposal to the Township of Howell for GIS Integration Services

SUBMITTED TO:

Jonathan Hohenstein, Howell Township Treasurer
TOWNSHIP OF HOWELL
3525 Byron Road
Howell, MI 48855

SUBMITTED BY:

Jason D. Mayer, PE - Partner
GIFFELS WEBSTER
1025 East Maple, Suite 100
Birmingham, MI 48009

March 5, 2018

Jonathan Hohenstein, Howell Township Treasurer
Township of Howell
3525 Byron Road
Howell, MI 48855

RE: PROPOSAL TO THE TOWNSHIP OF HOWELL FOR GIS INTEGRATION SERVICES

Dear Mr. Hohenstein,

Congratulations! We sincerely appreciate that Howell Townships has decided to leverage technology to better serve its residents. Many communities have resisted implementation of a Geographic Information System (GIS) either because they incorrectly think it is "too expensive" or because they don't understand the true long-term value.

The people that make up Giffels Webster are passionate about what we do because we know that the services we provide make positive differences in the lives of real people. Our GIS team is therefore thrilled to provide you with this proposal, as we know we are a perfect fit to help Howell Township succeed.

The services you have requested are exactly like those we have recently completed for other clients of similar size. In addition to creating geodatabases from the ground up we have scanned significant as-built records and incorporating them into the database for use in preparation of a detailed asset management plan. We have also digitized full infrastructure sets using survey, GPS and tablet collected data. We have also created and implemented collector apps for use by the township's field personnel to track sewer cleaning and valve turning operations for their DPW.

Thank you again for the opportunity to provide you with our qualifications and proposal to join your team. As you can likely tell, we are excited about that opportunity and would love to talk with you in more detail.

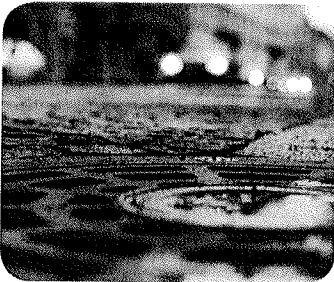
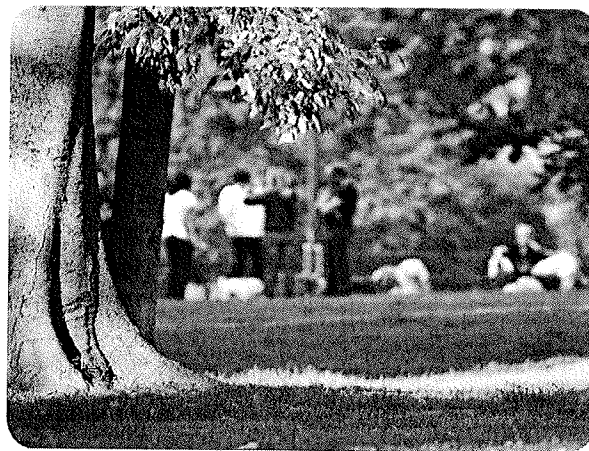
Sincerely,
GIFFELS WEBSTER

Jason D. Mayer, PE
Partner

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Corporate Introduction



Giffels Webster is a Michigan based consulting firm that provides professional services to public, private, and institutional clients. Our primary business revolves around the natural resources of land and water, along with the infrastructure that is necessary to effectively utilize these resources for human needs. For over 65 years, we have been fortunate to provide professional support to local agencies in Southeast Michigan. This strong client base, coupled with our community involvement, has been instrumental in the development of improved procedures and reasonable fees while assuring the stability and continued growth of our firm.

QUICK FACTS

FOUNDED

1952
Incorporated 1960

MARKETS

Public works
Transportation
Healthcare
Education
Retail
Office/Industrial
Facilities Management
Urban Redevelopment
Parks/Trails
ADA Compliance
Federal

PROFESSIONAL STAFF

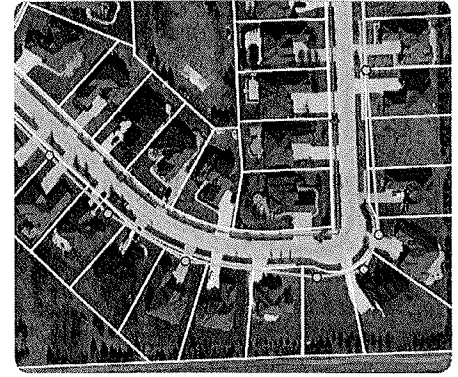
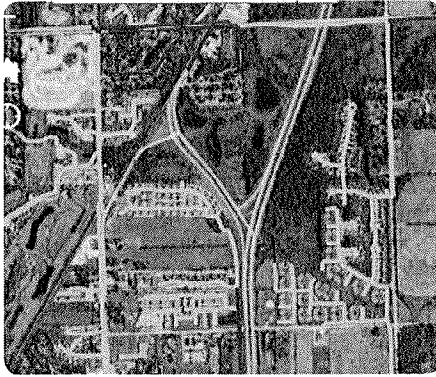
Administrative - 6
Civil Engineers - 30
Construction Inspectors - 7
Construction Manager - 1
GIS Specialists - 3
Interns - 4
Land Surveyors - 17
Landscape Architects - 3
Other Employees - 6
Partners - 11
Planners - 8
Senior Project Management - 7
Traffic Engineers - 2
TOTAL 105 EMPLOYEES

Giffels Webster has four key attributes that influence our decisions and makes us unique in the industry. Our integrity is the foundation of our business which we value and protect. We bring a unique perspective to our clients because of our diverse experience in both the public and private sectors. On every single project, we strive to balance the needs of our clients, the community, and the environment. We design our projects with a vision towards the future. We want future generations to enjoy the enduring value and functions of our designs.

Our strong client base, coupled with our community involvement, have been instrumental in attracting highly qualified professionals that are passionate about improving and enriching communities. Through our diverse experiences serving public, private and institutional sectors we bring a unique perspective that creates better living and working spaces. From retail, housing, and commercial developments to parks, transportation, or municipal campuses, we deliver design solutions that meet today's demands while anticipating tomorrow's needs.

Finally, we value our lasting relationships with our clients, which are built on the basic characteristics of integrity, trust, professionalism, and a genuine concern for the quality and success of the project(s) that we work on together. We have had relationships with most of our clients for over 10+ years, with some municipal clients more than 25 years. We believe that there is no better statement of qualification than the endorsement of a good client that provides repeat business, and there is no greater mission than to continuously satisfy their objectives.

GIS Experience



Giffels Webster has served municipal clients since our inception in 1952. With our experienced staff, we provide the expertise to review existing or non-existent GIS systems, establish and implement data or system recommendations, manipulate, organize, and display large volumes data in a meaningful way.

Giffels Webster has demonstrated success organizing, manipulating, and implementing GIS systems in local government for infrastructure management. Our steps will include compiling all available information on city infrastructure, reviewing existing data sources and technology available to the Township, and then providing recommendations moving forward to implement the latest technology in GIS.

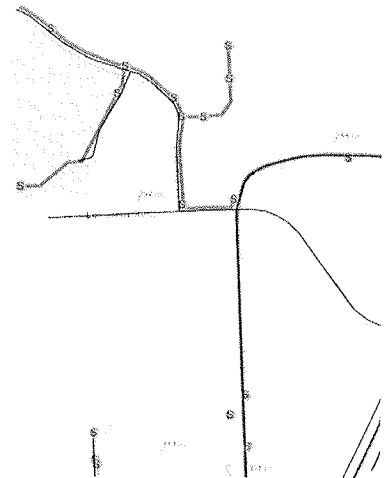
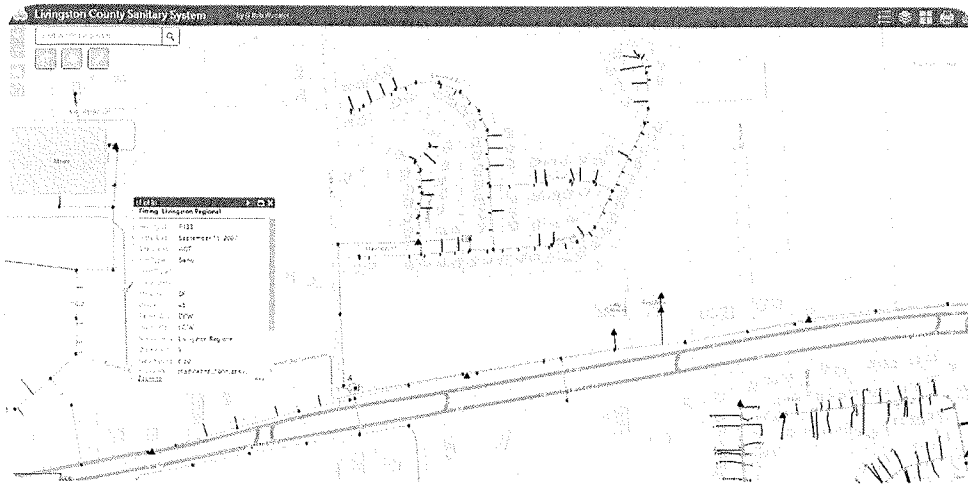
Giffels Webster has experience with similar sized integrations in Hartland and Tyrone Townships as part of our work for Livingston County Drainage Commission. Giffels Webster performed data clean-up and network modeling for the existing sanitary sewer system GIS. GIS digitization of a complete sanitary sewer system was performed for Washington Township.

Giffels Webster has expertly developed field collection applications for Washington Township and our own inspectors. These applications have allowed Washington's DPW staff to go paperless for about half of their field operations. We have also created viewer applications so that field staff has access to PDF documents (water tap records, etc.) and other GIS information to provide valuable context for their operations.

Internally, our inspection teams use Collector for ArcGIS and Survey123 to field verify utility information and update the GIS with their observations. Leveraging the full capabilities of our GIS applications, the inspectors save considerable time with drop-down domains and voice-to-text functionality. Managers in the office can monitor field progress using online dashboards. Giffels Webster has created several dashboards for internal and external use.

Working with multiple municipalities, Giffels Webster has dealt with the integration of GIS data with work-order systems, specifically BS&A. This has taken the form of converting tabular data to useable GIS information that assists crews in the field. We have also maintained data integrity of CityWorks work-order data while updating sanitary GIS assets.

Livingston County GIS Support



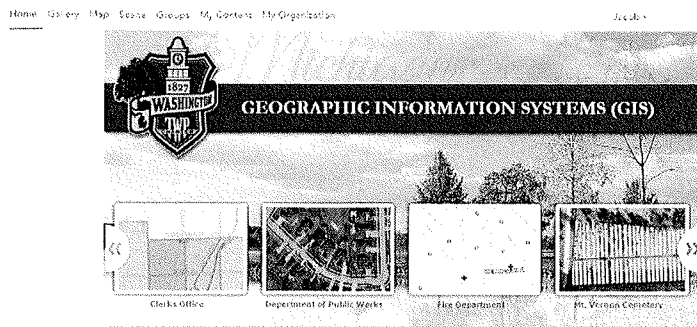
Giffels Websters effort is to assist Livingston County's Drain Commissioners office in the development of spatial data infrastructure for the drain commissioners office and to conduct project meetings as necessary to discuss GIS applications, projects, and future system needs and integration. Giffels Webster is providing a wide range of serves that consists of, but is not limited to; requirements analysis, design, coding, and testing, production deployment, program evaluation software, administrative and general decision support software, business intelligence and analytics, enhanced planning, web based application development, database development, and quality assurance support.

Commerce Township SAW Grant | GIS Services

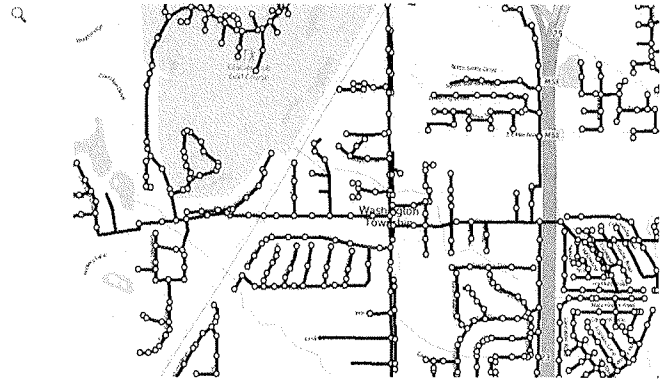
The SAW grants have been awarded across several communities in the Detroit Metro area and have allowed communities with no previous GIS data or asset management system to update their technology and to organize their city asset data under one system. Commerce Township, in Oakland County Michigan, is in the first stages of SAW grant management. The GIS team has worked to obtain preliminary data to be used for asset inventory needs estimation. This includes reviewing data provided by Oakland County for accuracy and completeness, bringing attribute information associated with sanitary network as up to date as possible under an established data model, and creating preliminary map products for township officials and engineers to visually understand the scope of work. The GIS team has been working with engineers to set standards for contractors collecting data on asset information on the sanitary network, so that when data is received for analysis there is little to no work required to incorporate data into the GIS system. We will be moving forward with the township inventory keeping in mind the needs of the township for asset data collection. We will be working with Oakland County to ensure that data can be easily incorporated back into their system while still being functional at the township.



Washington Township SAW Grant | GIS Services



Welcome to Washington Township's GIS Portal



Under the SAW grant for the State of Michigan, the GIS team at Giffels Webster has been assisting Washington Township in Macomb County Michigan with the implementation of an infrastructure asset management system related to their sanitary sewer network. The GIS team has facilitated in the development of an entire GIS suite including data standards, advice and recommendations for GIS hardware and software, creating an online environment where city employees can view their assets, and providing customized tablets for field data collection. We migrated existing data into a centralized ESRI geodatabase, reviewed as built data from as far back as 1970 to identify gaps in the data for our survey team to locate, established a set data model for all sanitary assets in the township, and migrated data onto a server at the township office. Our team consolidated and reorganized GIS data in a format that has allowed for streamlined use as well as any expansion of data into the future as the township grows. Data has been hosted locally at the Township and at ArcGIS Online and has helped the Washington Township Department of Public Works view data rapidly in real time and moved them from paper into the digital world. We have set up DPW staff with Android tablets for use in the field and have drastically improved how they identify assets and collect information about asset condition. This has reduced their overall overhead and costs throughout the township dramatically. We continue to provide onsite training and assistance from everything to teaching DPW crews how to use a tablet device to creating a web server to host inspection reports online for linking to sanitary assets.

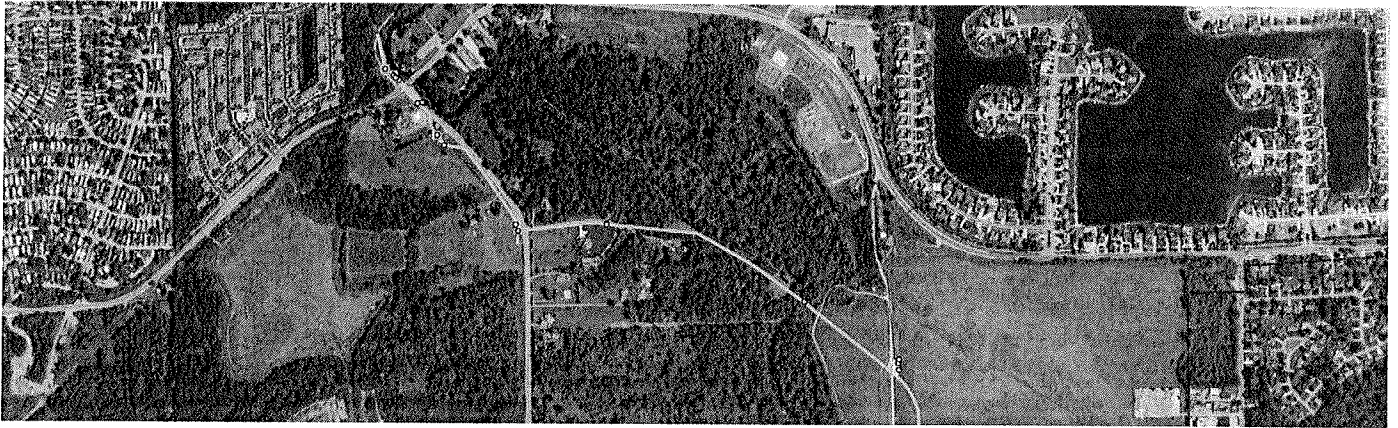
Washington Township GIS Web Applications

The Giffels Webster GIS team is building several web applications to support the Townships Public Works staff both in the field and at the town hall. These applications keep their staff connected no matter where they are and up to date, allowing them to easily connect with their citizens, foreseeing and resolving problems much faster than ever before. Our team has developed applications for sewer jetting, hydrant flushing, valve turning and maintenance, sanitary sewer asset management rating review, special assessment and payback districts, water tap card system, and a general Public Works viewer. Each application has its own set of unique layers and features to help query, report, and problem solve.

Washington Townships - Water GIS

The Giffels Webster survey team completed a study to locate and GPS all water structures within the township and from this study the GIS team connected all water mains within the Township to the hydrants and valves to generate a complete water network. We defined all attribute headers within the corresponding GIS database for the mains, hydrants, and valves. We then populated them based on record information available through as-builts and any other relevant sources along with generating a unique naming convention for all assets within the system. This network is now used for extensive analysis for pressure, flow, and various types of asset management.

Macomb County GIS Services



In 2013 the State of Michigan approved SAW grant funding for Macomb County to develop an asset management plan for their sanitary sewer system. The sheer size of the system required several contractors for data collection, surveying, and asset condition assessment. Macomb County's sanitary system contains over 700 sanitary structures such as manholes and control gates and over 100 miles of sanitary sewer lines. The GIS team at Giffels Webster was tasked with maintaining, organizing, and coordinating GIS data received from all contractors involved in the project. We worked closely with the Department of Public Works at the county and other contractors to develop a set GIS schema for the data standards as they related to the sanitary system so that data received from the multiple contractors was consistent and reliable. Data received from contractors initially was not uniform and we inspected all the shapefiles and xml metadata to help the County make sense of the data. We worked to digitize information from old inspection forms and incorporate that into the central geodatabase. We defined domains and subtypes for all sanitary structures and created a complete up to data metadata inside an ESRI geodatabase environment. Once data was compiled we assisted in the collection of asset inventory data and map production for all assets to be studied, including pump stations, sewers, manholes, meter structures, drop shaft connections, odor and corrosion control units, gate and valve structures, control panels, retention treatment basins, junction chambers, and access shafts. In order to ensure that all data was as up to date and accurate as possible we cross referenced existing data received from contractors to as built drawings. This has been an in depth study to help Macomb County identify all assets and all old sanitary sewer lines. In several cases there was missing information or conflicting information which was sent to the engineering team for verification and then on to our survey department so that the asset could be properly located. To help our survey department find the missing assets we created detailed field maps with asset name and relative location to other features. This was intended to increase efficiency as survey collected information. In order for the county to see the progress of data collection and to assure them that their money was being well spent, we published all the sanitary sewer data to an ArcGIS online site, made private so that the director of DPW can see the assets and information associated with each asset. This has improved communication between the county and Giffels Webster and has helped all teams fill in missing information rapidly. Upon completion of this project we will be incorporating sanitary sewer information for the county into their overall asset management software and will be tracking any new updates and incoming data.

Survey – GIS Support of Municipal Infrastructure

Giffels Webster has assisted in the development of numerous geographic information systems (GIS) throughout southeast Michigan since its onset in 1952. In a traditional sense, our survey and/or measurement was maintained within a geodatabase for properties, with the majority of their systems containing topographic features, utility inventories, land corner evidence, parcel identification, wetlands and tree inventories to name just a few. Our survey teams currently collect and maintain digitally all base mapping for proposed design and final as-builts for each of our municipal and private clients specific needs.

Most recently, we have provided coordinate location and identification of both sanitary and water systems utilizing the combination of traditional survey instrumentation and global positioning systems (GPS) for Bruce, Washington and Shelby Townships establishing GIS programs. In total we had collected approximately 8000 structures including gate valves, hydrants and sanitary manholes all while working in conjunction with the Department of Public Works both in the field and with transition into the respective data bases.

Private developments worthy of mention for GIS uniqueness include some very large tracts such as the Ford Rouge Assembly Plant, digital collection of all on site utility delivery systems, rail traffic, building footprints, traffic routing, electric power transmission systems, etc.

Municipal Clients

Bruce Township, Macomb County
Clinton Township, Macomb County
City of Ferndale, Oakland County
Commerce Township, Oakland County
Wayne County Register of Deeds
Washington Township, Macomb County
Shelby Township, Macomb County

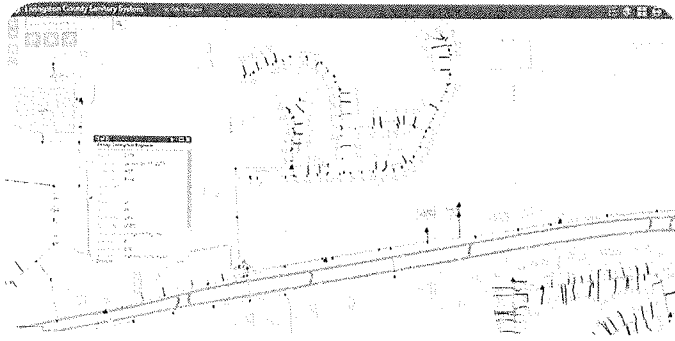
Private Developments

Ford Rouge Assembly
Detroit River Walk
Comerica/Ford Field Twelve Oaks Mall

Future Digital GIS

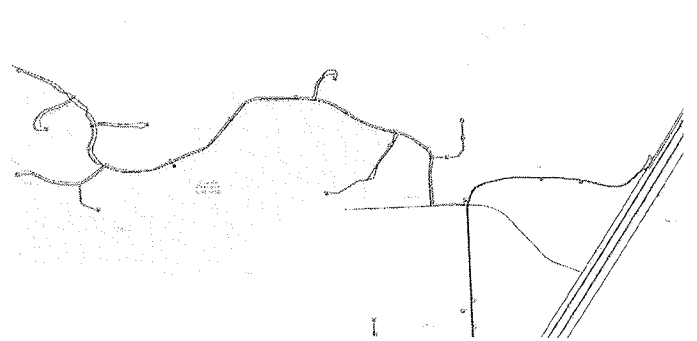
3D High Definition Scanning of Streetscapes, building facias, ceilings Interiors, HVAC, Electrical and plumbing systems

References



Livingston County

Bob Demyanovich
517.546.0040



Macomb County

Vince Astorino
586.469.6320

Washington Township

Dan O'Leary
586.786.0010

Commerce Township

David Scott
248.624.0110

Scope of Work

GIS Base Development Section 1: Schema

A sample sanitary feature class schema is shown in the table below. This table will be refined and agreed upon through discovery discussions with Howell Township. We will discuss whether to create a new schema based upon the Township's needs or adopt and modify an existing one assuring we maintain all key points needed and maintaining compliance.

Field Name	Field Type	Domain (Y/N)	Additional Details
Name	Text	N	
Record File #	Text	N	
Year	Integer	N	
Rectangle Type	Text	Y	Master Plan, Site Plan, WWTP
Document Link	Text (at least 200 length)	N	URL will either point to Howell Server (similar to Washington), or cloud based server (AGO)
Document Link to Lead Sheets	Text (at least 200 length)	N	
As Built	Text	Y	Yes/No

- Giffels Webster will discuss potential GIS data schemas with the Township, including others already developed throughout the State. Michigan's 21st Century Regional Asset Management Plan and Esri's Local Government Data Model will also be considered as base schemas. We can also draw upon feedback from other sanitary data schemas our team has developed for other municipalities in the region.
- We will develop attribute fields with coded value drop downs or value ranges (called domained fields) whenever possible for data integrity and ease of data entry not only for this project but for any future asset entry as well.
- Through the discovery sessions with Howell, we will discuss the possible addition of a status field to be included for all assets; this allows proposed assets to be added into the GIS before as-built plans (for reference and planning); then altered/converted to "In Service" after construction and receipt of as built plans. The status domain will contain the following values: Proposed, In Service, Out of Service, Abandoned, Removed. This is important for accurately representing what is "actually in the ground."

GIS Base Development Section 2: Plan Files

We will utilize our staff to scan all available documents, properly label them according to an agreed upon format, properly store and organize them within a file structure. The files will ultimately be accessed by the online GIS users to be viewed within a web browser.

- After scanning is completed, a Rectangle Record File feature class will be created for inclusion in the GIS database.
 - PDF files located on a server at Genoa will be linked to the GIS through a URL field, reducing storage capacity requirements for the online GIS.
 - The feature class schema will also include a field denoting whether the plan is an as-built or not. This will allow for easy querying, or searching, for as-built level record plans.

GIS Base Development Section 3: Sanitary Sewer Feature

- We will digitize roughly 170,000 feet of sanitary pipe, 9 pump stations, and associated manholes/structures
- We will georeference the scanned PDF files and digitize the sanitary assets noted above. Through this process we will also populate the asset attributes determined during discovery.

GIS Base Development Section 4: Lead Sheets

- Giffels Webster will bulk scan all of Lead sheets for available projects
- URLs of Lead sheets will be incorporated with the feature class created in GIS Base Development Section 2 or a new layer could be generated for project area and lead sheets would be incorporated into the attributes of that layer and made available to Township staff.

GIS Base Development Section 5: Township Use

Formatting and application of Township branding for the ArcGIS Online site. This will require timely receipt of a high-resolution image file of Township's official logo and any other images the Township would specifically like to incorporate into the site. Giffels Webster will use stock photos consistent with the message portrayed on the Township's website if no images are provided.

- We will create three (3) web applications for the Township to access the sanitary datasets.
 - The **Data Editor** application will allow staff users to edit feature attributes, geometry, and create new sanitary assets.

The **Data Viewer** application's primary function is for day-to-day viewing/querying/printing of sanitary GIS data.

- The **Dashboard** will highlight important features and trends at a glance. It also has the ability to track the status of assets undergoing maintenance and the overall health of the sanitary system.
- The web applications will function on an ArcGIS Online (AGO) platform. AGO is a collaborative web GIS that allows you to use, create, and share maps through a cloud and local server environment. The documents will be linked through individual sanitary assets and all PDF documents will be loaded on an onsite server at Genoa.

Hardware & Software

- We recommend that the Township purchase ten (10) AGO logins and one (1) basic ArcGIS desktop/pro license. This would be a total cost of around \$6,000. Additional named user logins can be purchased through Esri as the GIS evolves and its users increase at a rate of approx. \$500 per login. The logins allow access to the AGO platform and provide the flexibility to create roles within each application generated. All user roles will be determined through a discovery session with the Township.
- The Township will need to purchase tablets for field use.

Ongoing GIS Improvements Section 1: Training

- We will provide in person training on web based applications and dashboards for staff personnel
 - In person training on field applications for field personnel
- We will also create training documents for easy reference on workflows and frequently asked questions

Ongoing GIS Improvements Section 2: Maintenance/Tracking Application

- We will build collector applications for field maintenance operations that will function through collector and workforce. For items like sanitary sewer jetting maintenance and air release maintenance.
- An overview of maintenance operations would be viewed through a dashboard application (GIS Base Development Section 5)
- We have completed similar operations applications for Washington Township. These items included a sanitary sewer jetting, a water hydrant flushing, and water valve turning applications.
- We would also discuss the possibility of developing survey123 applications, pending the type of improvements Howell would like to provide. Any future data integration and modification along with the addition of other field or maintenance applications will be subject to additional contracts negotiated between Giffels Webster and Howell Township and is not included as a part of this proposal.

Ongoing GIS Improvements Section 3: Field Verification

- Field Verification can be managed through a suite of mobile/tablet applications, orchestrated by Workforce for ArcGIS. A discovery session will determine an agreed upon methodology and fields available within a built collector application to accurately and efficiently field verify sanitary assets through predetermined roles.
 - This ties into ongoing GIS Improvements Section 2 where we develop a collector application. This application will allow the user to record all finding in the field and can include images or photos taken for future reference.
 - Workforce will allow creation of work orders of GIS assets to track work completion
 - Workforce can be Integrated with following GIS applications
 - Collector: allows attribute Updates or collecting new assets
 - Survey123: Form based maintenance or tracking. This is a strong alternative for maintenance forms on assets that do not have a geometry
 - Explorer: allows for "Red Lining" of asset geometries for modifications within office environment (Integration with Workforce coming in next few weeks)
 - Navigator: (this may use credits) Set an efficient driving path to assets that minimizes drive time.
 - Edits noted in the field can be made in the office using a web editor application and tracked using a GIS dashboard application (referenced in Base GIS Development Section 5)

Ongoing GIS Improvements Section 4: Input new Developments into GIS

- When the need arises for large scale GIS digitization:
 - The preferable method is to use CAD data from the developer, which must be projected in the same coordinate system as the GIS to quickly digitize new sanitary and other township owned assets, if needed.
 - If CAD data is not available, then geo-referencing PDF plan pages for digitization is also available but, are not included in the \$500 flat rate fee.
 - Update asset attributes based upon plan information
- Giffels Webster has a lot of previous experience inputting new developments into a GIS system with Washington Township. Through negotiations with the Township, we agree to a \$500 rate that is charged to the developer and considered a pass through to the engineer regardless of size for as-built GIS integration. We would recommend doing something similar to this due to the potential unknown size of developments in the future however, the rates are subject to negotiation.

Cost Saving Measures

Giffels Webster's corporate philosophy is to not reinvent the wheel. We therefore always attempt to leverage the expertise and experience of our team to reduce future effort required and then pass those savings along to our clients. In the case of Howell Township, have any constructed in-house templates for local agency infrastructure databases, web applications, etc. that will allow us to reduce new development costs on this project.

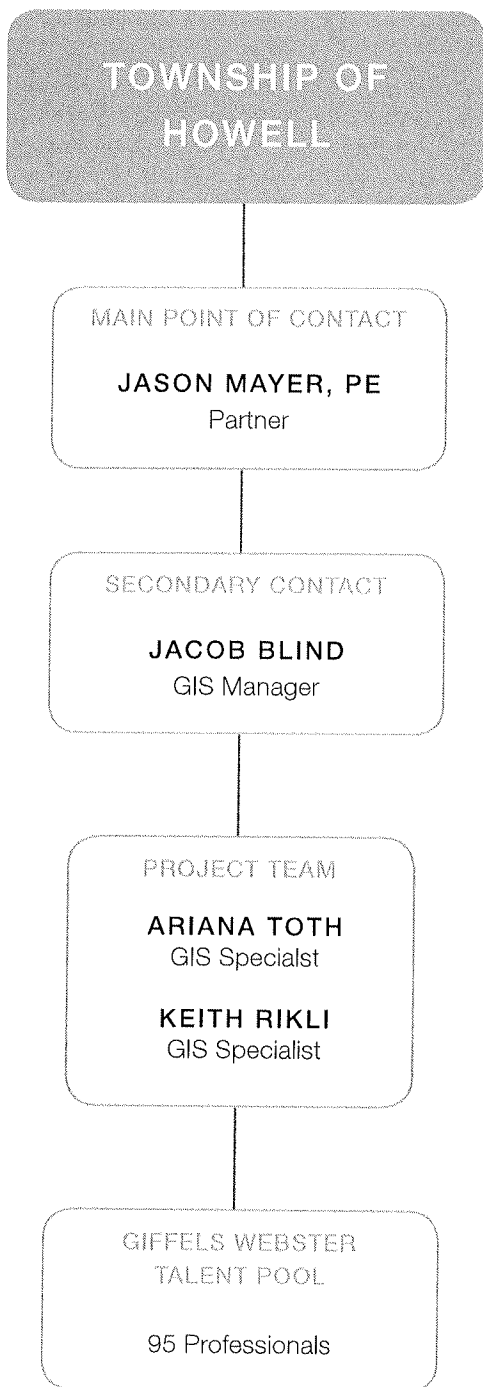
Furthermore, with approximately 100 professionals on staff, Giffels Webster's GIS Department can leverage our entire personnel roster to ensure that the right people are working on each task. This will insure that the most appropriate people (from an experience and cost perspective) will be assigned to each task.

Lastly, an perhaps most importantly, we do this every day. We have recently completed all of the requested services for communities similar to Howell Township and have no learning curve.

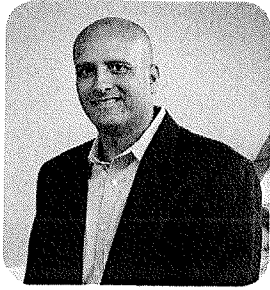
Timeline

The base GIS development will take about two (2) months in total.

Organizational Chart



Resumes



Jason D. Mayer, PE, LEED AP Partner

Jason Mayer is a Partner at Giffels Webster. He has fifteen years of civil engineering experience working on private and municipal projects including design and construction administration of water mains, sanitary sewers, pump stations and stormwater systems. His experience also includes site engineering, dredging and floodplain reviews. He is an expert at performing detailed stormwater modeling and analysis, and with the design of sanitary sewers, water mains and pump stations. His technical experience includes HEC-RAS, HEC-GeoRAS, ArcMap, WaterCAD, ICPR, and AutoCAD.

YEARS OF EXPERIENCE

15

EDUCATION

Bachelor of Science
Civil Engineering
University of Detroit

Bachelor of Science
Psychology
Michigan State University

CERTIFICATIONS

LEED AP
CPESC
CFM
CDT
MDEQ Storm Water
Construction Site Operator
Confined Space Entry Trained

LICENSES/REGISTRATION

Professional Engineer
Michigan
Mississippi
Colorado
South Carolina
North Carolina
Kentucky
Florida
Texas
Massachusetts

SPECIAL EXPERTISE

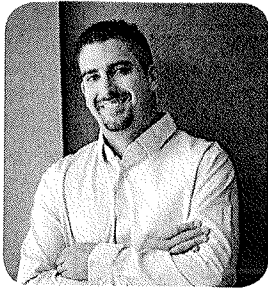
Municipal Engineering
Sanitary Sewer Systems
Water Main Systems
Contract Administration
Hydraulic Modeling

Municipal Projects

Engineering Representative for Commerce Township and Lyon Township Municipal Infrastructure Projects
8 Mile Water Main, Lyon Township
2MG Water Storage Facility, Commerce Township
WWTP Heat Recovery System, Commerce Township
New Hudson Drain Study, Lyon Township
Water Main Reliability Study, Commerce & Lyon Township
Southwest Sanitary Sewer Phases I - IV, Lyon Township
Woodwind Well House and Water Main, Lyon Township
Ladd Road Water Main, Meter Pit and PRV, Commerce Township
Storm Water Master Plan, Lyon Township and Commerce Township
Water Main Master Plan, Charter Township of Lyon
Sanitary Sewer Master Plan, Charter Township of Lyon
Lower Mount Royal West Dredging, Commerce Township
Polvadera Bridge Replacement, Commerce Township
Floodplain Analysis and Plan Reviews, Lyon Township
Five Mile / Sheldon Storm Water Design, Livonia

Commercial / Residential Projects

Lowe's Home Improvement Warehouse, Jonesborough, Tennessee
Lowe's Home Improvement Warehouse, Lenoir, Tennessee
Cocomar Plaza, Coconut Creek, Florida
Cornerstone Community Financial Headquarters, Auburn Hills
Havenwyck Hospital, Pontiac
Wattles Creek Condominiums, Troy
Gardenview Estates, Detroit
Boulder Ridge Drainage Improvements, Rochester
Cloister on the Lakes Drainage Improvements, West Bloomfield
Glen Oaks Golf Course Dredging, Farmington
LOMA Preparation, Lyon Township



Jacob Blind GIS Manager

Jacob Blind is the GIS Manager at Giffels Webster and he is responsible for the overall management of the company's geospatial information system including client projects both internal and external. He is also responsible for the day-to-day management of the geospatial employees. In his career, he has overseen numerous IT and GIS projects throughout the country. He has developed proficient skills in business development and project management over his career. He has been able to successfully grow client relationships by keeping on top of projects, and making sure all components are completed on time.

YEARS OF EXPERIENCE

11

EDUCATION

Bachelor of Science
Geographic Information Systems
Central Michigan University

SPECIAL EXPERTISE

GIS Asset Management
HCA Classification
Software Development
Application Development
General Management
GPS
Utility Surveying
Federal Government
Municipalities
Location Based Mapping
High Population Urban Mapping

He also strongly believes that GIS helps us better understand our world so we can meet global challenges. By applying science and GIS we can help plan how to enhance quality of life and achieve a better future. These issues are spatial in nature and require spatial tools and spatial thinking. With this mindset Jacob has aided numerous clients throughout the country over his career, showing them how to meet their global challenges while keeping on track with a friendly budget.

Projects and Clients Serviced while at Giffels Webster:

Map, Data & Database Creation

Macomb County
Washington Township
Commerce Township
Clinton Township
Shelby Township
Bruce Township
Oakland County
City of Ferndale
Lyon Township
Wayne County
City of Detroit – DDA
City of Inkster
Ilitch Corporation - The District Detroit

GIS Asset & Document Management

Macomb County
Washington Township
Commerce Township

GIS Application Development

Macomb County
Washington Township
Wayne County
City of Inkster
Ilitch Corporation – The District Detroit

Projects and Clients Services at Other Firms:

Map & Data Creation

Consumers Energy,
U.S. Army Corps of Engineers
Breitburn Energy
Semco
U.S. Department of Interior
ITC
City of Detroit (DWSD, ITS)
Xcel Energy
Consumers Energy
Dominion Energy
Duke Energy

Map Re-Creation: Digitization

U.S. Army Corps of Engineers
Consumers Energy
Bureau of Land Management

Vectren Energy
Environmental Protection Agency (EPA)
NICOR

GIS Software Development

U.S. Army Corps of Engineers
Environmental Protection Agency (EPA)
U.S. Department of Interior (BLM)
U.S. Department of Veterans Affairs
City of Detroit (ITS, DDOT, DWSD)

GIS Asset & Document Management

National Defense University (NDU)
United States Department of Veteran Affairs (VA) VA
Palo Alto Health Care Systems
United States Department of Defense (DOD) Defense
Information Systems Agency (DISA)
United States Army Core of Engineers (USACE)
Philadelphia District

IT Management

Federal Bureau of Investigation
Office of Federal Housing Enterprise Oversight
U.S. Department of Agriculture (OCIO, ARS, FAS, NITC)
U.S. Department of Housing and Urban Development
Defense Contract Management Agency
Defense Information Systems Agency
Office of the Secretary of Defense (OSD) / WHS /
Pentagon
Army Operations Center/ CCSA/ Pentagon
U.S. Department of Interior (BLM)
U.S. Department of Justice (JCON, USMS)
U.S. Department of Labor
U.S. Department of Treasury
U.S. Navy (Dahlgren)
Federal Reserve Board
Federal Housing Finance Agency
National Science Foundation

Utility Surveying

Breitburn Energy
Consumers Energy
DTE Energy
ITC Transmission
Dominion
Ohio Gas Company
Vectren Corporation
Xcel Energy
Semco



Ariana Toth

GIS Specialist

Ariana Toth is the senior GIS Specialist at Giffels Webster and possesses multiple ESRI certifications. She is responsible for the overall development and maintenance of the company's geospatial solutions and services. She has taken on the duties of Database Administrator in conjunction with her normal responsibilities and has experience installing and configuring ArcGIS for Server software as well as maintaining a Server environment. Ariana routinely integrates multiple environments across several divisions of the company into GIS both internally and for clients. She creates and updates maps and design drawings using geographic information systems (GIS) and computer aided design (CAD) technology. This work extends to generating reports based on graphic data and ensuring quality assurance standards are met. Ariana is also responsible for communicating with clients, project managers, and partners to determine the specific needs of a project and for providing end-user support to clients. As the senior GIS Specialist, she also assists with the oversight and professional development of other specialists.

Ariana has taken the lead role in creating company-wide GIS standards for development and support of all database administration, feature representation, and metadata implementation. She has experience with geodatabase creation, formatting, and population. She has a strong ethical commitment to maintaining the spatial integrity of data and to implementing thorough metadata to ensure proper creation and documentation.

Ariana played a key role in the QA/QC of the Asset Management system development for the Macomb County SAW Program. She is experienced at maintaining multiple sources of data, including asset management databases, GIS geodatabases, and engineering documents such as CAD drawings and as-built sheets simultaneously and ensuring consistency in data quality and formatting across departments.

As web-based GIS and mobile applications have come to the forefront of cutting-edge GIS technologies, Ariana has eagerly pursued advancing the direction of GIS at Giffels Webster through the use of ArcGIS Online data management and app creation. She has also taken a lead in implementing ESRI Collector for mobile devices and creating dynamic inspection forms with ESRI Survey123.

Ariana has experience assessing the quality, precision, accuracy, origination, and usefulness of GIS data lacking metadata at a municipal level. She has successfully made seemingly useless data meaningful through visualization to high-level audiences, including high-ranking government officials.

She has experience with all phases of GIS solutions: from needs assessment to final report writing and editing.

Map, Data, & Database Creation

Macomb County
Shelby Township
Washington Township
Bruce Township
Clinton Township
Commerce Township
The District, Detroit
Ferndale
Inkster
Lyon Township

GIS Online Application Development

Macomb County
Washington Township
The District, Detroit
Inkster

Asset & Document Management

Macomb County
Washington Township
Commerce Township

YEARS OF EXPERIENCE

10

EDUCATION

Master of Arts
Geography
Western Michigan University

Bachelor of Arts
Political Science
Oakland University

SPECIAL EXPERTISE

Geodatabase Management/
Creation
ArcGIS for Server
Portal for ArcGIS
ArcGIS Online



Keith Rikli

GIS Specialist

Keith Rikli is the a GIS Specialist at Giffels Webster and is a ESRI Desktop Certified professional. In addition, he is responsible for 3D and GIS programming for clients.

YEARS OF EXPERIENCE

5

EDUCATION

Bachelor of Science
Geographic Information Science
Western Michigan University

Map, Data, & Database Creation

Bruce Township
Clinton Township
Macomb County
Washington Township

Map, Data, & Database Creation

Washington Township
Livingston County Drainage Commission
Detroit DDA
Tech Village

GIS Asset & Document Management

Washington Township

GIS Application Development

Washington Township
The District Detroit
Detroit DDA

Appendix A - Sample Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/29/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Executive Strategies, Inc. 1246 Berkshire Road Grosse Pointe Park, MI 48230	CONTACT NAME: PHONE (A/C, No, Ext): 1 (313) 881-8069		FAX (A/C, No): 1 (508) 464-8164
	E-MAIL ADDRESS: jimfarber@esi-us.com		
INSURED Giffels Webster Engineers, Inc. 28 W. Adams, Suite 1200 Detroit, MI 48226	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : American Casualty Company of Reading, PA		
	INSURER B : Continental Casualty Company		
	INSURER C : Transportation Insurance Company		20494
	INSURER D : Ironshore Specialty Insurance Company		
	INSURER E : Torus National Insurance Company - StarStone - U.S.		25496
INSURER F :			

COVERAGES	CERTIFICATE NUMBER	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			5095143577	12/31/2015	12/31/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY 1,000,000 GENERAL AGGREGATE 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			5095143627	12/31/2015	12/31/2016	COMBINED SINGLE LIMIT (Ea accident) 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			5095143661	12/31/2015	12/31/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	5099650571	12/31/2015	12/31/2016	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liabil			000657105	08/31/2015	08/31/2016	Per Claim/Aggregate 5,000,000
E	Excess Policy			729391152ALI	12/31/2015	12/31/2016	Per Claim/Aggregate 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER **CANCELLATION**

For Proposal Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Fee Proposal

	Partner	GIS Manager	GIS Specialist	Intern/Co-op	Total Cost	Comments
	\$150.00	\$120.00	\$95.00	\$55.00		
GIS Base Development						
Schema	2	4	8		\$1,540.00	
Plan File	2	4	16	60	\$5,600.00	
Sanitary Sewer Features	12	40	120		\$18,000.00	
Lead Sheets	2	2	8	24	\$2,620.00	
Township Use: Esri GIS Web Applications		16	30		\$4,770.00	
SUBTOTAL	18	66	182	84	\$32,530.00	
Ongoing GIS Improvements						
Training	2	16	30		\$5,070.00	Lump Sum
Maintenance and Tracking Application		8	40		\$4,760.00	
Field Verification (Workforce Application)		8	40		\$4,760.00	
Input of New Developments					\$0.00	\$500 per development flat rate with additional requirements of the contractor upon delivery of files to Giffels Webster
SUBTOTAL	2	32	110	0	\$14,590.00	
GIS Base Development and Ongoing Improvements				0	\$47,120.00	
TOTAL						
Estimated Hardware and Software						
Esri GIS Software (subject to Esri terms)						\$6,000 for Esri GIS Software
Tablets (subject to desired count of tablets)						\$5,000 for Tablets (\$500 each)
ESTIMATED SUBTOTAL					\$11,000.00	

AGENDA ITEM

9B

**HOWELL TOWNSHIP -
APPLICATION FOR AMENDMENT TO
ZONING ORDINANCE / MAP**

Fee: \$1000.00

File No: PZBA2018-02 Date: 2.20.18

Property ID#: 4706-29-200-005

1. Applicant: THOMSON PLASTICS INC
Owner: H+W LAND CO. LLC
2. Address: 870 TEABERRY, COMMERCE TWP, MI 48390
3. Telephone No: 248-302-8572 FAX No.: NONE
4. Date of Application: _____
5. Completed Land Use Permit Application: _____
6. Zoning District: RSC
7. Existing Use: VACANT BUILDING
8. Proposed Use: WAREHOUSE/STORAGE OF FINISHED INVENTORY
9. Current Zoning Classification: RSC
10. Proposed Zoning Classification: HC ~~XXXXXXXXXXXXXXXXXXXX~~
11. Legal description of property to be rezoned (attached copy if necessary):
ATTACHED

12. Attach list of names and addresses of all occupants of real property
Within 300 feet of the premises to be rezoned: ATTACHED

13. Requested change in ordinance: _____

14. Requested change in zoning map: _____

15. Reason for requested change: _____

16. Has the Applicant made a previous request to rezone the property? NO

If so, state when and decision of the Township Board. _____

Applicant, being first fully sworn, on oath deposes and says that all the above statements in this application and in the accompanying application for Land Use Permit submitted herewith are true.

Mark Wilkie

MARK WILKIE

PRINT NAME

Subscribed and sworn to before me

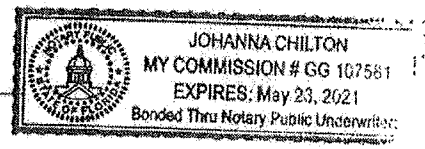
This 23 day of February 2018

Johanna Chilton

Notary Public

Lee & Chelle County, FLORIDA Michigan

My commission expires: 5-23-2021



BELOW THIS LINE FOR TOWNSHIP USE ONLY

13. Requested change in ordinance: _____

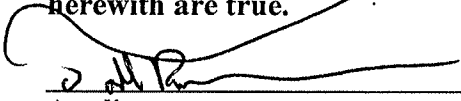
14. Requested change in zoning map: _____

15. Reason for requested change: _____

16. Has the Applicant made a previous request to rezone the property? NO

If so, state when and decision of the Township Board. _____

Applicant, being first fully sworn, on oath deposes and says that all the above statements in this application and in the accompanying application for Land Use Permit submitted herewith are true.



Applicant

TODD RASMUSSEN ON BEHALF
OF THOMSON PLASTICS

PRINT NAME

Subscribed and sworn to before me

This _____ day of _____, _____

Notary Public

_____ County, Michigan

My commission expires: _____

BELOW THIS LINE FOR TOWNSHIP USE ONLY

Zoning Administrator to complete:

1. Current zoning classification: RSC.
2. Current use: VACANT BUILDING
3. Has the fee been paid? YES
4. Has the Application for Rezoning or change in the ordinance and map been completed? YES.

HOWELL TOWNSHIP ZONING ADMINISTRATOR

Date: 2-20-18 
BY: Zoning Administrator



Carlisle | Wortman
ASSOCIATES, INC.

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

Date: March 22, 2018

Land Use and Zoning Analysis For Howell Township, Michigan

Applicant:	Thomson Plastic Inc.
Project Name:	Thomson Plastic Rezoning
Location:	4100 Lambert Drive
Zoning:	RSC – Regional Service Commercial
Action Requested:	Rezone property from RSC – Regional Service Commercial to HC – Heavy Commercial
Required Information:	As noted in the following review

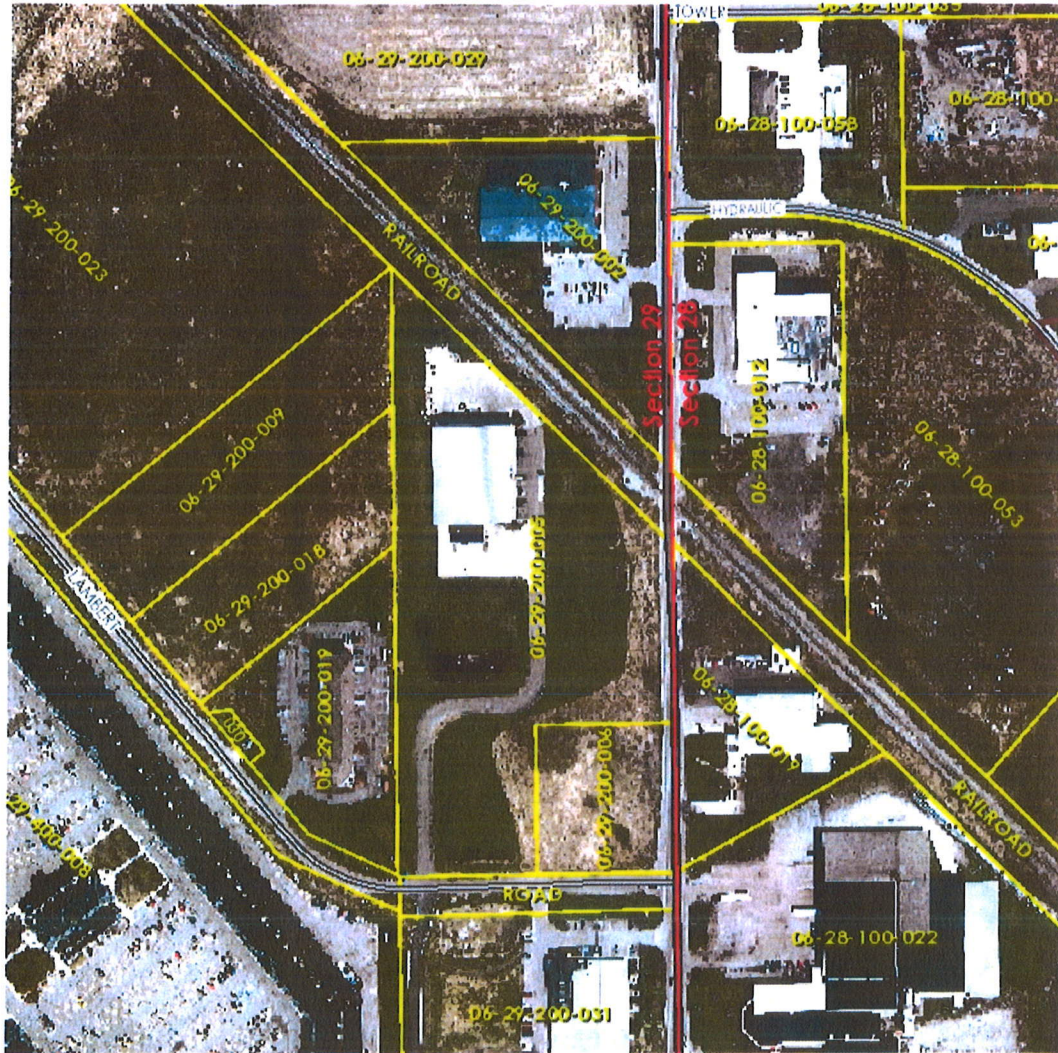
SITE DESCRIPTION

The applicant is proposing to rezone 8.49 acres of land from RSC – Regional Service Commercial to HC – Heavy Commercial. The parcel of land is identified by tax parcel ID number 4706-29-200-005. The petitioner indicates in their application that they would like to use a vacant building for warehousing and storage of finished products.

The HC District is intended, as indicated in the Zoning Ordinance, to provide an area appropriate by location and design for a meaningful and realistic commercial utilization of Grand River road frontage that caters to both the business community and the public at large for those heavy commercial uses that can coexist and be compatible with the neighboring uses within the District.

The site is located just south of the rail road tracks along north Burkhart road. Access to the site is provided by a drive off Lambert Drive.

Aerial Image of Subject Site and Vicinity



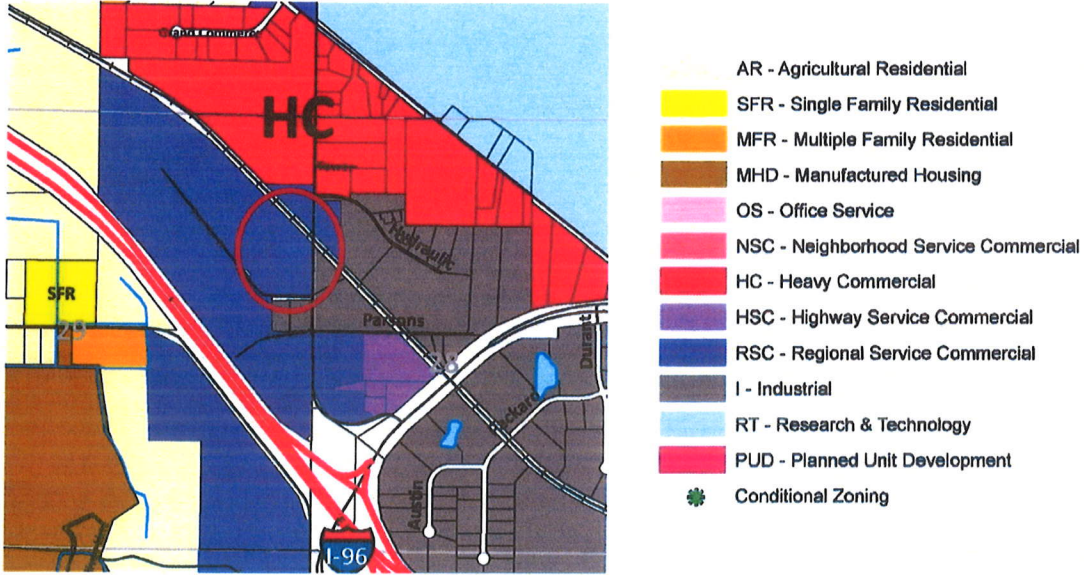
NEIGHBORING ZONING, LAND USE AND MASTER PLAN

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

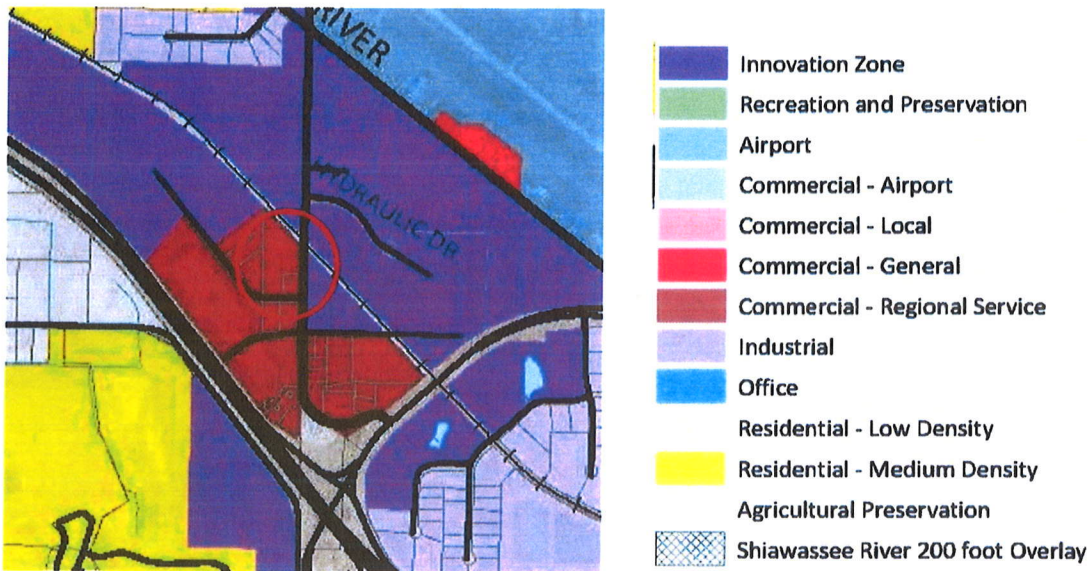
**Table 1
 Zoning, Land Use and Master Plan Designations**

	North	South	East	West
Zoning	RSC – Regional Service Commercial	I – Industrial	I – Industrial	RSC – Regional Service Commercial
Land Use	Antique Outlet store	Newspaper production	Manufacturing	Hotel
Master Plan	Innovation Zone	Regional Service Commercial	Innovation Zone	Regional Service Commercial

This site and the adjacent properties to the south and west have been planned for Regional Commercial uses. The properties to the north (across the railroad tracts) and east (across N Burkhardt) have been planned for Innovation Zone in the Master Plan.



Existing Zoning Map



2016 Master Plan - Future Land Use Plan

NATURAL RESOURCES

This site has already been developed. There are no existing natural features on the site.

Topography: The site is generally flat.

Woodlands: None.

Wetlands: None

Items to be Addressed: None.

DEVELOPMENT POTENTIAL

Though the site is already developed, there is the potential to redevelop or add on to the existing facility. The following are a list of permitted uses in the HC district.

- A. Facilities necessary to the operation of all existing methods of transportation, including those for highway, rail and air, including truck terminals, railroad sidings and airplane parking ramps, servicing, repair and storage.
- B. Warehousing and related bulk handling facilities, equipment and support services.
- C. Bulk handling of commercial and industrial services and related facilities, equipment and support services.
- D. Contractor buildings, structures and equipment and materials storage yards for building and other types of construction.
- E. Building material supply establishments.
- F. Construction and farm equipment sales and service establishments.
- G. Leasing, rental, and sale of new and used motorized vehicles including but not limited to cars, trucks, recreational vehicles, and motorcycles.
- H. Gasoline Service Stations, provided they additionally meet the requirements of Section 16.11.
- I. Gasoline Service Stations combined with restaurants, convenience stores and other traveler or commuter related uses provided they are located in the same building or a combination of buildings having common walls and the same front building façades.
- J. Mini Warehouses.

In addition there are a variety of conditional uses that may be applied for in this district.

Bulk regulations for the HC district allow for up to 75% lot coverage with minimal setbacks and building heights of up to 70 feet. Currently there is only 20%.

Items to be Addressed: *The Planning Commission must consider the potential uses and development of the site to determine if these would be appropriate in this location both now and in the future.*

ESSENTIAL FACILITIES AND SERVICES

This parcel is within the water and sewer service area..

ZONING AMENDMENT PROCEDURE / REZONING

Section 23.02 of the Zoning Ordinance outlines the requirements and procedures to review a rezoning petition. The Planning Commission must hold at least 1 public hearing on the petition. Following the required public hearing (and within 125 days of the petition's filing date), the Planning Commission must transmit a summary of comments received at the hearing and its proposed recommendations for disposition of the petition to the Township Board.

Items to be Addressed: The Planning Commission must make a recommendation to the Board based on their findings and discussion.

OTHER CONSIDERATIONS

According to Section 23.02 D. 5. Of the Zoning Ordinance, in reviewing an application for the rezoning of land, whether the application be made with or without an offer of conditions, factors that should be considered by the Planning Commission and the Township Board include, but are not limited to, the following:

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

The Master Plan designates this area regional service commercial which is consistent with the current zoning.

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

The existing facility and the potential uses of the site are consistent with the existing and planned uses east across Burkhart, but some of the potential uses may not be consistent with other existing or planned uses in the regional service commercial areas.

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

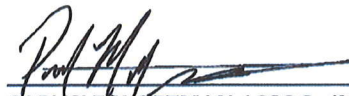
It is not likely that public services or facilities would be impacted to a greater extent than the current development.

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

Currently the site is not being used, but the existing facility appears to have been developed for light manufacturing or warehousing. It is likely that this facility will be expanded if the rezoning is approved.

RECOMMENDATIONS

1. The Planning Commission must consider the potential uses or redevelopment of the site to determine if these would be appropriate in this location both now and in the future if the rezoning were approved.
2. The Planning Commission should thoroughly consider the implications of the rezoning as outlined in this report. They may want to discuss the future intended plans with the applicant and consider different options for the rezoning of the site that would provide the Township with more control of potential future development.
3. The Planning Commission must make a recommendation to the Board based on their findings and discussion.



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

#308-1802

cc: Joe Daus, Township Zoning Administrator
Debby Johnson, Township Deputy Clerk
John Enos, Principle CWA

HOWELL TOWNSHIP PLANNING COMMISSION
Howell Township Hall
March 27, 2018
6:30 p.m.

UNAPPROVED

MEMBERS PRESENT:

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

MEMBERS ABSENT:

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

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

All rose for the Pledge of Allegiance.

APPROVAL OF THE AGENDA:

MOTION by Henry, seconded by Freude, **"TO APPROVE THE MARCH 27, 2018 AGENDA AS PRESENTED."** Motion carried.

APPROVAL OF MINUTES:

MOTION by Freude, seconded Williams, **"TO APPROVE THE FEBRUARY 27, 2018 MEETING AS CORRECTED: ON THE ROLL CALL FOR SPECIAL USE PERMIT, IT SHOULD READ CARRIED 6 TO 0."** Motion carried.

CORRESPONDENCE:

Planning & Zoning News

TOWNSHIP BOARD REPORT:

(Commissioner Counts reported on the following items)

- Approved Special Use Permit from Trilogy Health Services, (The Willows) for new building.
- Brewer Meadows Extension was tabled.
- Approved to pay down in advance one of the bonds.
- See synopsis.

ZONING BOARD OF APPEALS REPORT:

(Commissioner Sloan reported on the following items)

- No meeting in March.

ZONING REPORT:

(Zoning Administrator Daus reported on the following items)

- No report.

PUBLIC HEARING:

A) THOMSON PLASTICE INC., PARCEL # 4706-29-200-005, REZONE FROM "RSC" to "HC"

- **MOTION** by Freude, seconded by Henry, **"TO OPEN THE PUBLIC HEARING FOR THOMSON PLASTIC INC. AT 6:33 P.M."** Motion carried.
- Township Planner Montagnano introduced the project. This is a request to rezone the 8.49 acre property from Regional Service Commercial (RSC) to Heavy Commercial (HC). The site is located at 4100 Lambert Drive. The corner of Lambert and Burkhart in Section 29. They are indicating they would like to use the vacant building for

warehousing and storage of finished products. Because the site has already been developed there are no existing natural features on the site to be concerned with and it is within the water/sewer district. The Planning Commission will need to make a recommendation to the Board based on their findings. Planner Montagno addressed factors that need to be considered. The rezoning stays with the parcel not the business.

- Questions were taken from the Commissioners.
- John Dinsmore from Lee & Associates, realtor for the property explained that the property has set empty for quite some time and believes that this rezoning is an appropriate use and request.
- Spoke person for Thomson Plastic gave background on Thomson Plastic. They are planning on leaving the manufacturing in their existing building on Parson Road and then use the building across the street (4100 Lambert Dr.) for warehousing. They would like to add presses in their manufacturing building, but they need a building to warehouse the product. They want to grow their business and create jobs. (Some things Thomson Plastic manufactures are map pockets for car door panels, door inserts and 60% of business is for Ford Lansing Delta Assembly Plant.) At the present there are no plans to change the size of the building but will need to add some loading docks. Products will be transferred by truck from the manufacturing building to the warehouse building. There should only be around 6 trucks a day coming and going from the building.
- Questions were taken from the Commissioners.
- There was no response from the public.
- **MOTION** by Counts, seconded by Henry, **"TO CLOSE THE PUBLIC HEARING ON THOMSON PLASTIC AT 7:00 P.M."** Motion carried.
- Further questions were taken from the Commissioners for Planner Montagno.
- **MOTION** by Henry, seconded by Haglund, **"TO RECOMMEND TO THE TOWNSHIP BOARD TO APPROVE REZONING FROM "RSC" TO "HC", ON PARCEL 4706-29-200-005, AND BASED ON THE FACT THAT THE MASTER PLAN DESIGNATES THE AREA AS ESSENTIALLY ALMOST CONSISTENT WITH THE CURRENT ZONING. ALSO THAT THE EXISTING FACILITY AND POTENTIAL USES OF THE SITE ARE CONSISTENT WITH EXISTING AND PLANNED USES IN THE SAME AREA. THAT IS ALSO NOT LIKELY THAT THE PUBLIC SERVICES OR FACILITIES WOULD BE IMPACTED TO A GREATER EXTENT THAN THE CURRENT DEVELOPMENT AND THAT THE EXISTING FACILITY APPEARS TO HAVE BEEN DEVELOPED FOR LIGHT MANUFACTURING OR WAREHOUSING."** Discussion followed. A roll-call vote was taken: Williams – yes, Sloan – yes, Haglund – yes, Manwiller – no, Freude – yes, Counts – no, Henry – yes. Motion carries 5 to 2.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

A. OPERATING ENGINEERS LOCAL 324 BUILDING ADDITION- PRELIMINARY SITE PLAN

- Township Planner Montagno introduced the project for Operating Engineers a 33.36 acre parcel of land located at 275 East Highland Road. The zoning is "OS" Office Service. This site is used for heavy equipment education/training which is permitted in this district. The 550 foot frontage of this parcel is off Highland Road, but widens towards the rear to approximately 1,800 footage. The facility also includes roughly 425 acres of land both within Howell and Oceola Townships. The applicant is seeking a 17,500 square foot building addition to the east of the 13,400 square foot existing building for additional classroom space. There is another 6,000 square foot building in the rear of the property. The existing parking lot of 97 parking spaces will also be expanded to 194 spaces. No part of the proposed additions will encroach into any wooded or wetlands. No change to site access. Planner Montagno addressed factors that need to be considered.
- Paul Corneuvssen from French Associates Architects who designed the expansion and parking improvements. He stated that he will provide additional calculations for lot coverages. We are below the 50% coverage. He stated that there are concerns with having raised parking island with the all the snow removal and would like to continue with just having

AGENDA ITEM

9C



Carlisle | Wortman
ASSOCIATES, INC.

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

February 8, 2018

Mike Coddington
Supervisor
Howell Township
3525 Byron Road
Howell, Michigan 48855

RE: Howell Township 2019 – 2023 Recreation Plan

Dear Supervisor Coddington:


Carlisle/Wortman Associates is pleased to submit a proposal of services for preparing the Howell Township Recreation Plan. Our previous work with the community and our recreation planning experience makes us well-qualified to assist you in the development of this plan. In addition, we are well-acquainted with the current Michigan Department of Natural Resources (MDNR) requirements for recreation plan and grant application submittals. Adoption of the plan will be critical for the community as you pursue grant funding in the coming years.


We are enclosing a work plan, timeline, and fees for your review. While the deadline for submission of Recreation Master Plans is March 1, 2019, the MDNR accepts plans throughout the year. We propose completion of the plan before December 1, 2018, which would allow you to submit and qualify you for any grant application next year. We are proposing to schedule an open house in July and an online survey beginning as soon as possible to allow adequate time to gather community input. Paul Montagno will act as the Project Manager and primary contact for this project. Chris Nordstrom will facilitate the open house and will manage the remainder of the work.


We appreciate the opportunity to submit this proposal.

Sincerely,

CARLISLE/WORTMAN ASSOCIATES, INC.


CARLISLE/WORTMAN ASSOC., INC.
John L. Enos, AICP
Principal


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


CARLISLE/WORTMAN ASSOC., INC.
Chris Nordstrom, PLA, ASLA
Landscape Architect

Howell Township Recreation Master Plan Work Plan, Timeline, and Fees

The object of this proposal is to create Howell Township's first Recreation Master Plan, preparing a document that will both act as a useful tool for the Parks and Recreation Department and meet the requirement set forth by the Michigan Department of Natural Resources (MDNR). The primary goal of the Master Plan is to provide a clear direction for the Township over the next five years and to articulate a vision for long-term development of parks and recreation in the community.

The Township should appoint a Recreation Plan Steering Committee consisting of three or more members who can offer guidance on policies and visions for the community. CWA will work closely with this group to ensure that your plan best meets the needs of the Township.

Project Highlights

The main tasks of the Master Plan include:

- A community profile,
- The formulation of recreation goals and objectives for the community as well as a specific capital improvement schedule including costs, and
- Implementation strategies addressing priority and funding.

The following work plan details the tasks described above. In addition, a timeline with fees further describes when each task would be completed.

W o r k P l a n

1. Community Profile

- Document the demographic, physical, and land use characteristics of the community using SEMCOG data and other available information.
- Prepare a description of the current administrative structure of the Township and the role of recreation in the community. This will include a description of the volunteers and any partnerships with other organizations such as schools or private recreation providers.
- Acquire current GIS data and aerial imagery. Prepare local and regional inventory maps.

2. Recreation Inventory

- Prepare a description of the Township recreation and trail facilities, if any, and their relationship to Township residents, as well as the recreation facilities of nearby communities, the county, and schools. Input from Township staff will be used.
- Analyze the inventory data along with the community description and formulate conclusions regarding opportunities and needs for the community's recreation system. The analysis will also provide a comparison to national recreation standards.
- Photograph facilities for inclusion in inventory analysis.

3. Public Participation and Needs Assessment

The MDNR requires all communities receive public input in at least two forms. Greater public input means a more accurate and useful plan. With this in mind, we suggest the following:

- Conduct an Open House to receive input from residents on desired recreation improvements and invite community interest groups such as sports organizations, seniors, and other community stakeholders. The open house will serve to define the goals and objectives of the plan and establish priorities for future direction. Township staff will be responsible for advertising the open house.
- Create and monitor an online survey to be hosted on Survey Monkey. CWA will analyze the results from the survey and provide it to Township staff to help further inform the decision making process.

4. Master Plan

- Develop draft plan using MDNR guidelines.
- Submit draft plan to the Recreation Plan Steering Committee for review and attend meeting to receive comments. Revise draft accordingly.
- Submit draft plan for the 30-day public review.
- Receive comments, discuss revisions, and submit for final approval by the Recreation Commission.
- Public hearing at a Township Board meeting followed by Plan adoption.
- Assemble adoption papers and prepare certification checklist.
- Submit plan to regional and county agencies.
- Submit final plan to MDNR.

This last task will be done with assistance from Township staff for preparing and publishing notices in local newspaper, the Township website, social media, and other locations.

T i m e l i n e

The proposed timeline below can be adjusted to best meet the needs of Township staff and other stakeholders, although leaving ample time for public commentary is strongly encouraged.

April 2018	KO	<ul style="list-style-type: none"> • Kickoff meeting with Township staff and the Recreation Plan Steering Committee. • Complete community profile and recreation inventory using information from staff. • Create and begin collecting data via online survey.
May 2018	OP	<ul style="list-style-type: none"> • Open House Conduct Open House to receive input from residents, community interest groups, and other community stakeholders.
Summer 2018		<ul style="list-style-type: none"> • Prepare complete draft report and submit to Recreation Plan Steering Committee for review; revise accordingly.
July, 2018	RC*	<ul style="list-style-type: none"> • Recreation Plan Steering Committee Meeting Review draft document and discuss any changes. Action requested: Approve draft plan for public review. • 30-day (minimum) public review of draft plan The draft master plan is made available for public review at several locations in the Township. A notice of the availability of draft plan for public review and comment needs to be published in local newspaper and incorporated in the Plan.
October, 2018 (To be determined)	RC	<ul style="list-style-type: none"> • Recreation Plan Steering Committee Meeting Receive comments and discuss any needed revisions. Action requested: Formal approval and recommendation for Village Council adoption. <i>Note that formal approval must be granted after the completion of the 30-day community review process.</i>
	PH	<ul style="list-style-type: none"> • Township Board Meeting Public Hearing. The public hearing must be published one week prior to the meeting in at least one newspaper with a general circulation. The notice and minutes of the public hearing need to be incorporated in the plan.

Action Requested: Adoption of the Master Plan after the public hearing conditional upon any potential changes resulting from the public hearing.

November/December,
2018

- **Submit Plan to MDNR.** Upload final document to MDNR system prior to March 1, 2019 deadline.

OP: Open House

RC: Recreation Plan Steering Committee Meeting

PH: Public Hearing – Village Council Adoption

*: Optional meetings, billed at hourly rates

F e e s

The fees presented below represent the hours anticipated for the

Task	Principal John Enos (hours)	Project Manager Paul Montagno (hours)	Landscape Architect / Planner Chris Nordstrom (hours)
Community Profile	2	4	35
Recreation Inventory	2	4	35
Public Participation and Needs Assessment	2	6	35
Master Plan	2	6	70
Hourly Rate	8 hours @ \$90/hr	20 hours @ \$80/hr.	175 hours @ \$80/hr.
Fee	\$720	\$1,600	\$14,000

Total Project Cost: \$16,320

Printing expenses are extra.

Expenses and mileage are billed separately. Mileage is billed at \$0.55/mile.

Meetings: Four meetings are included: one kickoff meeting with Township staff, an Open House public meeting, one meeting with the Recreation Plan Steering Committee, and one Public Hearing. All other meetings would be hourly rates or handled by Steering Committee or Township staff.

AGENDA ITEM

9D

Livingston County Road Commission

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

March 27, 2018

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

RECEIVED

APR 02 2018

HOWELL TOWNSHIP

Re: Potential 2018 Gravel Road Projects

Dear Mr. Coddington:

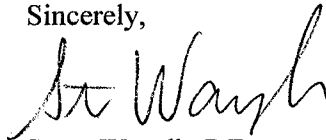
Per your request, we are providing you with a list of potential gravel road improvement projects for your review. The location and estimate of each project is shown in the following table.

ROAD	LOCATION	TYPE OF WORK	AMOUNT
Brewer Road	Henderson to Byron (9,250 feet)	Surface Gravel, Tree Work, and Limited Drainage	\$150,000.00
Fisher Road	East of Oak Grove (5,280 feet)	Surface Limestone and Limited Drainage	\$70,000.00
Henderson Road	Brewer to Oak Grove (6,600 feet)	Surface Gravel and Limited Drainage	\$100,000.00
Layton Road	North of Milett (7,500 feet)	Surface Limestone and Limited Drainage	\$85,000.00

Please review the above list and contact me if you wish to have contracts prepared for any of the projects. In order for projects to be included on this year's construction schedule, all contracts must be in place by May 1, 2018.

If you have any questions, please do not hesitate to contact Dub Toddy or me.

Sincerely,



Steve Wasyk, P.E.
Director of Operations

Cc: Dub Toddy, LCRC District 1 Foreman
File

Chloride Solutions

Ice & Dust Control

672 N. M-52
Webberville, MI. 48892
517-521-2124
www.chloridesolutions.com

Re: Dust Control Application 2018 Season

On Jan 18 2018, Chloride Solutions was awarded the Livingston County Road Commission bid for applied dust control with Mineral Well Brine for the 2018 season.

Chloride Solutions takes pride in being a family owned and operated local company. Customer satisfaction is our number one priority. We will continue to provide you with excellent service as we have in the past.

At this time, we would like to extend a bid to your township for this up-coming chloride season. Attached is a rate quote for your consideration.

We would like the opportunity to attend your township meeting and answer any questions the board may have. If you would let us know when your meeting will be held, it would be much appreciated.

We look forward to the opportunity to work with you and to meet your chloride needs. Please call with any questions or feedback you may have.

Sincerely,

Brian Hitchcock
Chloride Solutions, LLC
517-521-2124 ext. 210
517-719-1557
brian@mbhtrucking.net

Chloride Solutions

Ice & Dust Control

RATE QUOTE

Date: Jan 26, 2018

Customer: Howell Township

Product: Dust Control - Mineral Well Brine

Applied Rate: \$.1825 per gallon / 9,000 gallons per load

Discount Offered: 1% net 10 days of receipt; net 30 days

Customer Signature: _____

Date: _____

Quoted By: *Brian Hitchcock, President*

If awarded this bid, please sign and return to our office.

~ Fax: 517-521-4503 ~ Telephone: 517-521-2124 ~

~ Email: brian@mbhtrucking.net ~

Chloride Solutions, LLC

672 N. M-52

Webberville, MI. 48892

Quote is good through the 2018 season

AGENDA ITEM

9E

**SEWER and WATER
COST PER REU
PROPOSED - 3-21-2018**

Yearly increases due to the CPI beginning January 2019. Automatic unless board takes action.

	FLAT FEE				
DISTRICT	PER REU	YEAR BEGAN	YEAR PAID OFF	ASSESSMENT	
Water #1	\$3,000.00	1995	2014	Flat assessment, plus current connection fee and MHOG fee	
Water #2	\$3,000.00	1995	2014	Flat assessment, plus current connection fee and MHOG fee	
Water #2 Ext.	\$3,000.00	2005	2013	Flat assessment, plus current connection fee and MHOG fee	
Water #3	\$3,000.00	1995	2014	Flat assessment, plus current connection fee and MHOG fee	
Water #4	\$3,000.00	2003	2012	Flat assessment, plus current connection fee and MHOG fee	
Water #8		2005	2024	** \$2342.68 - plus current connection fee and MHOG fee	
Water #11		2007	2026	** \$2052.52 - plus current connection fee and MHOG fee	
Sewer #1	\$3,700.00	1988	2002	Flat assessment, plus current connect fee	
Sewer #2	\$3,700.00	1994	2008	Flat assessment, plus current connect fee	
Sewer #6		2001	2020	** \$2115.00 - plus current connection fee	
Sewer #7		2006	2025	** \$2897.89 - plus current connection fee	
Sewer #8		2005	2024	** \$5334.80- plus current connection fee	
Sewer #11		2007	2026	** \$5716.54 - plus current connection fee	
Sewer - Burkhardt Road Ext.	\$3,700.00	1993	2007	Flat assessment, plus current connect fee	

**SEWER and WATER
COST PER REU
PROPOSED - 3-21-2018**

Sewer #12 - Pending					\$150,000.00 was put in by and goes back to Crosswinds when bonds are sold, they have a letter confirming this when the district 11/12 pump station went in
Sewer #9 - Pending					

**** FUTURE BENEFIT CHARGE IS THE ORIGINAL CHARGE TIMES CPI TO CURRENT YEAR**

AGENDA ITEM

10D

ADDRESS ASSIGNMENT

Permit #	Contractor	Job Address	Fee Total
PA18-003	TERVO STEVEN	2420 FISHER RD	\$25.00
Work Description: SOUTH SIDE OF FISHER ROAD JUST EAST OF OAK GROVE ROAD			

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

Commercial Land Use

Permit #	Contractor	Job Address	Fee Total
P18-013	K & K LEASING LLC	3937 W GRAND RIVER	\$250.00
Work Description: 104" I.D. 30,000 W.G. BULK STORAGE TANK. PROPANE			
P18-014	K & K LEASING LLC	3923 W GRAND RIVER	\$250.00
Work Description: 4 - 7,500 SQ FT MINI STORAGE BUILDINGS, 30' X 250'.			
P18-015	DITCH WITCH INTERNATION	3401 W GRAND RIVER	\$20.00
Work Description: REMODELING INTI OR			

Total Permits For Type: 3
Total Fees For Type: \$520.00

Residential Land Use

Permit #	Contractor	Job Address	Fee Total
P18-010	TERVO STEVEN	2420 FISHER RD	\$75.00
Work Description: 2,016 SQ FT 2 STORY HOME, ATTACHED 2 CAR GARAGE, UNFINISHED WALKOUT BASEMENT, AND A 8 X 20 WOOD DECK.			
P18-011	GOLSCH KEVIN AND JENNIFE	3646 AMBER OAKS DRIVE	\$20.00
Work Description: 14, X 30' IN GROUND POOL WITHOUT A FENCE FENCE WILL HAVE TO BE INSTALLED BEFORE CERTIFICATE OF COMPLIANCE WILL BE ISSUED. SITE PLAN WAS REVIESED 3/28/2018			
P18-012	TODOSCIUK GLADYS W	5611 PRESTON	\$75.00
Work Description: 24' X 112' POLE BARN			

P18-016 SIMMONS LIVING TRUST 1670 OAK GROVE RD \$20.00

Work Description: REPAIRING FRONT PORCH

P18-017 BOURNE CHRISTOPHER AND 205 MORNINGSTAR LANE \$20.00

Work Description: WAIVER ROOF TEAR OFF AND RE ROOF

P18-018 ROBERTSON DANIEL L AND K 3607 AMBER OAKS DRIVE \$50.00

Work Description: FENCE IN BACK YARD

P18-019 WESTVIEW CAPITAL LLC 3205 HILL HOLLOW LANE \$105.00

Work Description: 2,392 SQ FT HOME ON AN UNFINISHED BASEMENT, AND A 2 CAR ATTACHED GARAGE.

Total Permits For Type: 7

Total Fees For Type: \$365.00

Sewer Connection

Permit #	Contractor	Job Address	Fee Total
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P17-180	G L B PARTNERS LLC	3205 HILL HOLLOW LANE	\$0.00
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Work Description:

PWS18-007	TERVO STEVEN	2420 FISHER RD	\$4,830.00
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Work Description:

Total Permits For Type: 2

Total Fees For Type: \$4,830.00

Water Connection

Permit #	Contractor	Job Address	Fee Total
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P17-179	G L B PARTNERS LLC	3205 HILL HOLLOW LANE	\$0.00
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Work Description:

PWS18-006	TERVO STEVEN	2420 FISHER RD	\$4,830.00
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Work Description:

Total Permits For Type: 2

Total Fees For Type: \$4,830.00

Report Summary

Population: All Records

Permit.DateIssued Between
3/1/2018 12:00:00 AM AND
3/31/2018 11:59:59 PM

Grand Total Fees:

\$10,570.0

Grand Total Permits:

15

AGENDA ITEM

10E

Monthly Activity Report for March 2018 – 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: The March Board of Review came and went. We had three Poverty Exemptions, twelve Veteran Exemptions, Four Personal Property appeals, and six valuation appeals. My plan for next year is to reduce the Board of Review down to two days for appeals. This should be more than sufficient with the direction the market is heading. All required reports have been submitted to Livingston County and or the State Tax Commission. The rollover to the new assessment year will take place around the 11th of April or when the County gives the blessing. We will be working with the new cost manual for 2019, so I am sure there will be some wrinkles at first but we will work through those as they come.

JOE DAUS, FIELD INSPECTOR:

OTHER: Prepared County Tax Allocation Board Budget. Attended meetings on credit card terminals, GIS, ACH transactions, and township realtors.

AGENDA ITEM

10F

To: Howell Area Fire Authority Board Members
From: Chief Andrew J. Pless
Date: 02/28/2018
Re: 2018/2019 Annual Budget

Members of the Board,

As you are aware, the status of our economy has again slightly improved over the last year. The Fiscal Year 2017/2018 budget projections have proved to be on the mark and we should finish out the year within our budget.

The proposed 2018/2019 budget reflects the need for some forward progress in a few areas.

Key Proposed Budget Requests:

- Proposed wage increases for all employees 2%
- Continued Weekend staffing at the Main Fire Station (May – September)
- Replacement of Engine 23 (2004) \$450,000
- Purchase of Portable radios and Pagers
- Replace end of life mobile data computers in fire trucks
- Continued forward progress on the Main Station Addition / Training Room

The remainder of the budget allows for slight increases for inflation (electric, fuel, apparatus maintenance, and natural gas). We will also continue to fund our Retiree Health fund at an accelerated rate to ensure monies will be available for future needs. All of these changes can be accomplished while maintaining a well balanced budget.

I would ask that the Board consider the proposed budget for approval at the March 21st, 2018 Howell Area Fire Authority Board Meeting

Respectfully Submitted,

Andrew J. Pless

HOWELL AREA FIRE AUTHORITY
 FY19 Preliminary Budget Summary

UNAUDITED

	FY17 AUDIT 6/30/17	FY18 Original Approved Budget	FY18 1st Amended Approved Budget	FY19 Preliminary Budget
GENERAL FUND - REVENUES				
TOTAL HAFA GENERAL FUND REVENUES	2,819,071	2,698,000	2,698,000	3,893,300
GENERAL FUND EXPENDITURES				
GENERAL ADMINISTRATION EXPENDITURES (336.00)				
PERSONNEL	\$ 1,415,352	\$ 1,594,753	\$ 1,604,753	\$ 1,618,536
PROFESSIONAL FEES	\$ 39,810	\$ 56,500	\$ 56,500	\$ 57,750
INSURANCE	\$ 29,534	\$ 39,000	\$ 39,000	\$ 43,000
SUPPLIES	\$ 27,943	\$ 47,000	\$ 42,000	\$ 42,500
EQUIPMENT & CAPITAL OUTLAYS	\$ 752,236	\$ 724,500	\$ 724,500	\$ 2,696,050
COMMUNICATIONS	\$ 2,868	\$ 8,000	\$ 8,000	\$ 14,000
UNIFORMS	\$ 31,903	\$ 28,000	\$ 28,000	\$ 33,000
TRAINING	\$ 6,473	\$ 22,500	\$ 22,500	\$ 22,500
REPAIRS & MAINTENANCE	\$ 45,915	\$ 61,500	\$ 56,500	\$ 56,500
UNALLOCATED	\$ 22,546	\$ 33,043	\$ 33,043	\$ 32,800
TOTAL - HAFA GENERAL ADMINISTRATION EXPENDITURES	2,374,579	2,614,796	2,614,796	4,616,636
FIRE STATION EXPENDITURES (336.20 - 336.24)				
CENTRAL STATION - #20	24,709	35,701	35,701	33,001
OCEOLA TOWNSHIP STATION - #22	10,757	17,601	17,601	17,901
MARION TOWNSHIP STATION - #23	5,499	11,801	11,801	12,001
COHOCTAH TOWNSHIP STATION - #24	10,957	18,101	18,101	13,001
TOTAL EXPENDITURES (BEFORE ESTIMATED FUND BAL.)	2,426,501	2,698,000	2,698,000	4,692,540
FUND 101 - GENERAL FUND				
CHANGE IN FUND BALANCE - CURRENT YEAR	\$ 392,570	\$ -	\$ -	\$ (799,240)
FUND BALANCE - BEGINNING OF THE YEAR	\$ 2,034,779	\$ 2,427,349	\$ 2,427,349	\$ 2,427,349
FUND BALANCE - END OF THE YEAR	\$ 2,427,349	\$ 2,427,349	\$ 2,427,349	\$ 1,628,109

HOWELL AREA FIRE AUTHORITY
 FY19 Preliminary Budget Summary

UNAUDITED

	FY17 AUDIT 6/30/17	FY18 Original Approved Budget	FY18 1st Amended Approved Budget	FY19 Preliminary Budget
FUND 206 - RESERVES FUND				
TOTAL FIRE FUND RESERVES - REVENUES	\$ 350,960	\$ 25,500	\$ 25,500	\$ 215,500
TOTAL HAFA FUND EXPENDITURES (BEFORE EST. FUND BAL.)	\$ 250,000	\$ -	\$ -	\$ 450,000
CHANGE IN FUND BALANCE - CURRENT YEAR	\$ 100,960	\$ 25,500	\$ 25,500	\$ (234,500)
FUND BALANCE - BEGINNING OF THE YEAR	\$ 820,960	\$ 921,920	\$ 921,920	\$ 947,420
FUND BALANCE - END OF THE YEAR	\$ 921,920	\$ 947,420	\$ 947,420	\$ 712,920

FUND 296 - BUILDING RESERVES FUND				
BUILDING RESERVE FUND - REVENUES				
TOTAL BUILDING RESERVES FUND - REVENUES	\$ 50,811	\$ 50,200	\$ 50,200	\$ -
TOTAL BLDG RESERVE EXPENDITURES (BEFORE EST. FUND BAL.)	\$ -	\$ 140,000	\$ 140,000	\$ 749,000
CHANGE IN FUND BALANCE - CURRENT YEAR	\$ 50,811	\$ (89,800)	\$ (89,800)	\$ (749,000)
FUND BALANCE - BEGINNING OF THE YEAR	\$ 788,335	\$ 839,146	\$ 839,146	\$ 749,346
FUND BALANCE - END OF THE YEAR	\$ 839,146	\$ 749,346	\$ 749,346	\$ 346

HOWELL AREA FIRE AUTHORITY
 FY19 Preliminary Budget Summary

UNAUDITED

	FY17 AUDIT 6/30/17	FY18 Original Approved Budget	FY18 1st Amended Approved Budget	FY19 Preliminary Budget
FUND 298 - RETIREE HEALTH CARE RESERVES FUND				
TOTAL RHCRF RESERVES FUND - REVENUES	\$ 247,218	\$ 50,100	\$ 50,100	\$ 100,000
TOTAL RHCRF RESERVE EXPENDITURES (BEFORE EST. FUND BALANCE)	\$ 184,750	\$ -	\$ -	\$ -
CHANGE IN FUND BALANCE - CURRENT YEAR	\$ 62,469	\$ 50,100	\$ 50,100	\$ 100,000
FUND BALANCE - BEGINNING OF THE YEAR	\$ 124,593	\$ 187,061	\$ 187,061	\$ 237,161
FUND BALANCE - END OF THE YEAR	\$ 187,061	\$ 237,161	\$ 237,161	\$ 337,161

AGENDA ITEM

10H

HOWELL TOWNSHIP PLANNING COMMISSION

Howell Township Hall

March 27, 2018

6:30 p.m.

Unapproved

MEMBERS PRESENT:

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

MEMBERS ABSENT:

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

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

All rose for the Pledge of Allegiance.

APPROVAL OF THE AGENDA:

MOTION by Henry, seconded by Freude, **"TO APPROVE THE MARCH 27, 2018 AGENDA AS PRESENTED."** Motion carried.

APPROVAL OF MINUTES:

MOTION by Freude, seconded Williams, **"TO APPROVE THE FEBRUARY 27, 2018 MEETING AS CORRECTED: ON THE ROLL CALL FOR SPECIAL USE PERMIT, IT SHOULD READ CARRIED 6 TO 0."** Motion carried.

CORRESPONDENCE:

Planning & Zoning News

TOWNSHIP BOARD REPORT:

(Commissioner Counts reported on the following items)

- Approved Special Use Permit from Trilogy Health Services, (The Willows) for new building.
- Brewer Meadows Extension was tabled.
- Approved to pay down in advance one of the bonds.
- See synopsis.

ZONING BOARD OF APPEALS REPORT:

(Commissioner Sloan reported on the following items)

- No meeting in March.

ZONING REPORT:

(Zoning Administrator Daus reported on the following items)

- No report.

PUBLIC HEARING:

A) THOMSON PLASTICE INC., PARCEL # 4706-29-200-005, REZONE FROM "RSC" to "HC"

- **MOTION** by Freude, seconded by Henry, **"TO OPEN THE PUBLIC HEARING FOR THOMSON PLASTIC INC. AT 6:33 P.M."** Motion carried.
- Township Planner Montagnano introduced the project. This is a request to rezone the 8.49 acre property from Regional Service Commercial (RSC) to Heavy Commercial (HC). The site is located at 4100 Lambert Drive. The corner of Lambert and Burkhart in Section 29. They are indicating they would like to use the vacant building for

warehousing and storage of finished products. Because the site has already been developed there are no existing natural features on the site to be concerned with and it is within the water/sewer district. The Planning Commission will need to make a recommendation to the Board based on their findings. Planner Montagno addressed factors that need to be considered. The rezoning stays with the parcel not the business.

- Questions were taken from the Commissioners.
- John Dinsmore from Lee & Associates, realtor for the property explained that the property has set empty for quite some time and believes that this rezoning is an appropriate use and request.
- Spoke person for Thomson Plastic gave background on Thomson Plastic. They are planning on leaving the manufacturing in their existing building on Parson Road and then use the building across the street (4100 Lambert Dr.) for warehousing. They would like to add presses in their manufacturing building, but they need a building to warehouse the product. They want to grow their business and create jobs. (Some things Thomson Plastic manufactures are map pockets for car door panels, door inserts and 60% of business is for Ford Lansing Delta Assembly Plant.) At the present there are no plans to change the size of the building but will need to add some loading docks. Products will be transferred by truck from the manufacturing building to the warehouse building. There should only be around 6 trucks a day coming and going from the building.
- Questions were taken from the Commissioners.
- There was no response from the public.
- **MOTION** by Counts, seconded by Henry, **"TO CLOSE THE PUBLIC HEARING ON THOMSON PLASTIC AT 7:00 P.M."** Motion carried.
- Further questions were taken from the Commissioners for Planner Montagno.
- **MOTION** by Henry, seconded by Haglund, **"TO RECOMMEND TO THE TOWNSHIP BOARD TO APPROVE REZONING FROM "RSC" TO "HC", ON PARCEL 4706-29-200-005, AND BASED ON THE FACT THAT THE MASTER PLAN DESIGNATES THE AREA AS ESSENTIALLY ALMOST CONSISTENT WITH THE CURRENT ZONING. ALSO THAT THE EXISTING FACILITY AND POTENTIAL USES OF THE SITE ARE CONSISTENT WITH EXISTING AND PLANNED USES IN THE SAME AREA. THAT IS ALSO NOT LIKELY THAT THE PUBLIC SERVICES OR FACILITIES WOULD BE IMPACTED TO A GREATER EXTENT THAN THE CURRENT DEVELOPMENT AND THAT THE EXISTING FACILITY APPEARS TO HAVE BEEN DEVELOPED FOR LIGHT MANUFACTURING OR WAREHOUSING."** Discussion followed. A roll-call vote was taken: Williams – yes, Sloan – yes, Haglund – yes, Manwiller – no, Freude – yes, Counts – no, Henry – yes. Motion carries 5 to 2.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

A. OPERATING ENGINEERS LOCAL 324 BUILDING ADDITION- PRELIMINARY SITE PLAN

- Township Planner Montagno introduced the project for Operating Engineers a 33.36 acre parcel of land located at 275 East Highland Road. The zoning is "OS" Office Service. This site is used for heavy equipment education/training which is permitted in this district. The 550 foot frontage of this parcel is off Highland Road, but widens towards the rear to approximately 1,800 footage. The facility also includes roughly 425 acres of land both within Howell and Oceola Townships. The applicant is seeking a 17,500 square foot building addition to the east of the 13,400 square foot existing building for additional classroom space. There is another 6,000 square foot building in the rear of the property. The existing parking lot of 97 parking spaces will also be expanded to 194 spaces. No part of the proposed additions will encroach into any wooded or wetlands. No change to site access. Planner Montagno addressed factors that need to be considered.
- Paul Corneuvssen from French Associates Architects who designed the expansion and parking improvements. He stated that he will provide additional calculations for lot coverages. We are below the 50% coverage. He stated that there are concerns with having raised parking island with the all the snow removal and would like to continue with just having

stripped parking area. Because of grade elevation of the parking lot and planting of trees he doesn't believe the headlights will be a problem for any of the neighboring residents.

- John Osika the training coordinator for Operating Engineers stating that all their heavy training season is in the winter months. It makes it harder to pile all the snow. He also would like to leave the parking stripped.
- Questions were taken from the Commissioners.
- **MOTION** by Freude, seconded by Manwiller, **"TO APPROVE THE OPERATING ENGINEERS LOCAL 324 BUILDING ADDITION PRELIMINARY SITE PLAN, TO INCLUDE THE PLANNER'S REPORT, ENGINEER'S REPORT, FIRE DEPARTMENT REPORT, MHOG REPORT, DRAIN COMMISSONER'S REPORT AND ANY OTHER REQUIRED APPROVAL OF FROM ANY OUTSTANDING GOVERNMENTAL AGENCIES."** Discussion followed. A roll-call vote was taken: Manwiller –yes, Counts – yes, Williams – yes, Haglund – yes, Freude – yes, Henry – yes, Sloan – yes. Motion carries 7 to 0.

B. AMERICAN LEGION POST 141 – SITE PLAN AMENDMENT

- Township Planner Montagno introduced the project for American Legion located at 3265 W. Grand River Avenue. The applicant has applied for a site plan amendment to install a 30 foot tall, 288 square foot per face, with two faces, billboard on the existing parcel. The site has a 5,500 square foot existing building, associate parking, a ground sign and two storage sheds. The site is nearly completely covered with the buildings and the parking lot. They are proposing to place the billboard in the middle of a parking lot island that frames one bay of parking spaces. Because the use of this site is in the "HC" Heavy Commercial District it is considered a legal nonconforming use. This type of use which includes clubs, fraternal organizations and lodge halls are permitted in the "RSC" Regional Service Commercial District. Billboards are permitted in the "HC" Districts. However, past billboards have been treated as a principal use on the parcel. There is an existing 44 square foot ground mounted sign on the site and two wall signs. The site is already over developed and cannot be developed to this intensity. Any additional structure would increase the use of an already nonconforming site. (See Carlisle/Wortman report dated March 23, 2018)
- Justin Hill from Crossroads Outdoor introduced who will be speaking on behalf of the proposed billboard.
- Cameron Hervath from Boss Engineering explained updates to the site plan. He also spoke about the setback variances, lot coverage variances and berm requirement variances that were granted in 2002. The spot where the proposed billboard is to go is where the existing flag pole is now. The flag pole would be moved elsewhere.
- Tony Lockridge is representing Crossroads Outdoor, which is a local Michigan Billboard Company. His specialty is developing new sign locations. He gave his explanation of his understanding of what is allowed for billboards and the contrary to what the Township's allowance for billboards. Does not understand why they have to have a Site Plan Amendment for a billboard. He also stated his belief that there is a bias against this project under the guise of nonconformance.
- Mark Epley who is an executive board member from the American Legion, stated that they are a non-profit organization that does a lot for the community and explained the memberships of the American Legion. They are hoping to gain revenue from the billboard to help this chapter of American Legion stay open.
- Several Commissioners stated they are not against the American Legion nor is the Township Planner. It is not the Commissioners nor the Township Planner who are being confrontational. We appreciate what the American Legion brings to the Township.
- Discussion followed.
- The Township Board put a (120) one hundred, twenty day moratorium on billboards and signs commencing March 25th. Discussion on the issue that American Legion had their

application in before the moratorium was approved. The Board did not exclude the American Legion's application from the moratorium.

- With a friendly **MOTION** by Freude, seconded by Henry, **"TO TABLE THE APPLICATION FOR AMERICAN LEGION UNTIL FURTHER RESEARCH FROM LEGAL COUNSEL AND TO HAVE THE ENGINEER REVIEW THE ILLUMINATION PLAN THAT WAS SUBMITTED."** Discussion followed. A roll-call vote was taken: Sloan – yes, Henry – yes, Counts – yes, Freude – yes, Haglund – yes, Williams – yes, Manwiller – yes. Motion carries 7 to 0.

OTHER BUSINESS:

Commissioner Haglund wanted to know about the process of getting the sidewalk ordinance going. Township Planner stated that it is one of the items on the priority list. He will have something to submit in a few weeks. Haglund also stated that she will be going to the Howell Area Park Recreation Authority Retreat to discuss strategically planning for the next (5) five years. Discussion followed.

CALL TO THE PUBLIC:

No response.

ADJOURNMENT:

MOTION by Haglund, seconded by Manwiller, **"TO ADJOURN."** Motion carried and meeting adjourned at 8:55 P.M.

Approved: _____

Andrew Sloan, Chairman

As Presented: _____

As Amended: _____

Wayne Williams, Secretary

As Corrected: _____

Dated: _____

Debby Johnson, Recording Secretary

AGENDA ITEM

10K

Howell Township
Waste Water Treatment Plant
Meeting: April 3, 2018 at 10:00

Attending: Jerry Livernois, Greg Tatara, Jim Aulette, Brent Kilpela, Jean Graham, Jonathan Hohenstein

February: Plant exceeded fecal limits; see report for full details.

GIS: We met with Giffels and Webster to discuss their proposal and answer our questions. Greg will be at our meeting to discuss this item.

Lagoon Pump: Lagoon pump has been repaired and installed back in the lagoon. Greg recommended pumping the lagoons very low this summer and putting a gate over the pump intake to prevent muskrat damage in the future. Have already caught nine muskrats. May have to fix more of the lagoon wall due to muskrat burrowing.

Brewer Rd Pump Station: No action has been taken on this item.

Clarifiers and Sand Filters: Jerry has not received any bids on these items yet. Jim made some calls after the meeting and will have some people out to the plant to look at these items and submit bids in the next week or two. Jerry would like to abandon the sand filters and go to a different tertiary filtration system. The new system would require a heated building and all new piping to it. Greg said they have this system at GO and it is expensive. At our insistence Jerry will be getting bids for rehabilitating the sand filters and for the new system.

Respectfully submitted,
Jonathan Hohenstein

Wastewater Treatment

- A total of 6.058 million gallons of wastewater was received and treated through the wastewater treatment facility during the month of February, 2018.
- Total daily effluent flows averaged 0.356 MGD, which is 47% of the design hydraulic capacity of the treatment facility. Total daily influent BOD load averaged 462 lbs/day, which is 33% of the design organic load.

Permit Parameter	Influent	Effluent	February Permit Limits
Carbonaceous BOD (mg/L)	161 mg/L	NA	Max. 7 Day Avg: NA mg/l
		4.5	Max 30 Day Avg: 13 mg/L
		6.7	Max Daily: 20 mg/L
		18.7	Max 7 Day Avg: 130 lbs
		11.5	Max 30 Day Avg: 81 lbs
		NA	Min % Removal: NA %
Suspended Solids (mg/L)	341 mg/L	8.9	Max. 7 Day Avg: 45 mg/L
		7.0	Max 30 Day Avg: 30 mg/L
		41.8	Max 7 Day Avg: 280 lbs
		21.4	Max 30 Day Avg: 190 lbs
		97%	Min % Removal: 85%
Total Phosphorus (mg/L)	10.9 mg/L	0.44	Max. Mo. Avg: 0.5 mg/L
		1.2	Max. Mon. Avg: 3.1
			Max lb/Month: NA lbs
			% Removal NA %
Ammonia Nitrogen (mg/L)	19.5 mg/L	N/A	Max 30 Day Avg: N/A
		5.6	Max Daily: 7.0 mg/L
		24.1	Max 7 Day Avg: 44 lbs
		N/A	Max 30 Day Avg: N/A
		N/A	% Removal NA %
Fecal Coliform (cts/100mL)	NA	629	Max 7 Day Avg: 400 cts/100 ml
		63	Max 30 Day Avg: 200 cts/100 ml
Dissolved Oxygen (mg/L)	NA	8.80	Daily Min: 7.0 mg/L
pH (standard units)	6.97	6.62	Daily Min: 6.5 su
		7.19	Daily Max: 9.0 su

Regulatory Matters

The Discharge Monitoring Report (DMR) has been electronically submitted to the Michigan Department of Environmental Quality.

The 7 day Geometric Mean for fecal coliform was exceeded for 5 days in February with the maximum being 629 counts per 100 milliliters. The daily limit is 400 counts per milliliter. Though discharge was diverted to the lagoons on the 7th of February, this 7 day mean is calculated for an additional 6 days. Therefore, the 7 day "geomean" was exceeded on the 7th, 8th, 9th, 10th and 11th.

Health and Safety

- No accidents occurred in February.

Treatment Plant Issues

- On February 7th, effluent discharge was diverted to the lagoons due to high fecal coliform counts. This was done to prevent excessive loading on the receiving stream and minimize permit violations.
- 28 new UV lamps and quartz sleeves were received on February 9th. This was sufficient to re-lamp one of the three UV disinfection modules and were installed on the 14th. M&K Sewer Jetting cleaned the UV channel on the 15th and the Three UV modules were re-installed.
- On February 18th, discharge was re-established to the south branch of the Shiawassee River. Fecal coliform counts have come down to within the range of the discharge permit.

The increase in the concentration of fecal coliform was due to two factors. The first was the use of after-market UV disinfection lamps in the UV system which do not seem to function as well as the original equipment. Second, an increase in the suspended solids due to the colder water temperature and reduced efficiency of the clarifying chemical agent in this colder climate, seems to blind the UV light enough to reduce its efficacy. With warmer weather and a rebuild of the disinfection modules, we should see a continued downward trend in fecal coliform.

Collection System Issues

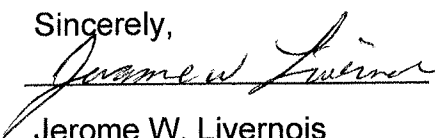
- 82 requests for Miss Dig in February.

Maintenance

- 47 work orders were completed in February.

Thank you again for the opportunity to serve Howell Township. Please feel free to contact me at any time if you have any questions or concerns.

Sincerely,



Jerome W. Livernois
Facility Manager
1.517.719.7486
Jerome.livernois@inframark.com

AGENDA ITEM

13

Howell Township
Invoice and Check Registers

As of 4/3/2018

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL FUND CHECKING				
03/22/2018	GEN	101001490 (E)	CONSUMERS ENERGY	512.99
03/22/2018	GEN	101001491 (E)	DTE ENERGY	429.55
03/22/2018	GEN	101001492 (E)	FAHEY SCHULTZ BURZYCH RHODES	5,009.00
03/22/2018	GEN	101001493 (E)	MICHIGAN.COM	360.00
03/22/2018	GEN	101001494 (E)	SPICER GROUP	2,358.00
03/22/2018	GEN	16907	HOWELL AREA FIRE AUTHORITY	12.50
03/22/2018	GEN	16908	MASTER MEDIA	34.79
03/22/2018	GEN	16909	NETWORK SERVICES GROUP, LLC	75.00
03/22/2018	GEN	16910	PITNEY BOWES GLOBAL FINANCIAL SERV.	384.57
03/22/2018	GEN	16911	ROCKET ENTERPRISES	370.00
03/22/2018	GEN	16912	CARLISLE WORTMAN ASSOC, INC.	962.50
03/22/2018	GEN	16913	DEBRA JOHNSON	580.70
03/22/2018	GEN	16914	JEAN GRAHAM	651.88
03/22/2018	GEN	16915	HOWELL AREA FIRE AUTHORITY	12.50

GEN TOTALS:

Total of 14 Checks:	11,753.98
Less 0 Void Checks:	0.00
Total of 14 Disbursements:	11,753.98

Bank UTYCK UTILITY CHECKING

03/20/2018	UTYCK	2303	AT&T LONG DISTANCE	7.95
03/20/2018	UTYCK	2304	GENOA TOWNSHIP DPW	2,979.75
03/20/2018	UTYCK	2305	PACE ANALYTICAL	150.00
03/20/2018	UTYCK	2306	SECURITY LOCK	104.94
03/20/2018	UTYCK	2307	ULTRA TECH SYSTEMS, INC	8,645.65
03/20/2018	UTYCK	590002519 (E)	AT&T	43.89
03/20/2018	UTYCK	590002520 (E)	AT&T	75.12
03/20/2018	UTYCK	590002521 (E)	CONSUMERS ENERGY	18.63
03/20/2018	UTYCK	590002522 (E)	CONSUMERS ENERGY	63.82
03/20/2018	UTYCK	590002523 (E)	CONSUMERS ENERGY	789.29
03/20/2018	UTYCK	590002524 (E)	DTE ENERGY	358.69
03/20/2018	UTYCK	590002525 (E)	DTE ENERGY	336.65
03/20/2018	UTYCK	590002526 (E)	DTE ENERGY	131.88
03/20/2018	UTYCK	590002527 (E)	DTE ENERGY	739.54
03/20/2018	UTYCK	590002528 (E)	DTE ENERGY	4,660.59
03/20/2018	UTYCK	590002529 (E)	DTE ENERGY	268.35
03/20/2018	UTYCK	590002530 (E)	DTE ENERGY	245.47
03/20/2018	UTYCK	590002531 (E)	DTE ENERGY	123.14
03/20/2018	UTYCK	590002532 (E)	DTE ENERGY	176.81
03/20/2018	UTYCK	590002533 (E)	DTE ENERGY	400.46

UTYCK TOTALS:

Total of 20 Checks:	20,320.62
Less 0 Void Checks:	0.00
Total of 20 Disbursements:	20,320.62

REPORT TOTALS:

Total of 34 Checks:	32,074.60
Less 0 Void Checks:	0.00
Total of 34 Disbursements:	32,074.60

*Agrees with Invoice
 Register B.K.*

INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

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 User: BRENT KILPELA
 DB: Howell Twp

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Inv Num	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnzd Post Date
517548388802							
16370	AT&T 517 548-3888 FOR MARCH 2018 590-442-850.00	02/28/2018 BRENT KILPELA WWTP TELEPHONE EXPENSE	03/22/2018	43.89	0.00	Paid	Y 03/20/2018
204030841347							
16371	CONSUMERS ENERGY 391 N BURKHART MARCH 2018 590-442-922.00	03/01/2018 BRENT KILPELA WWTP NATURAL GAS EXPENSE	03/27/2018	18.63	0.00	Paid	Y 03/20/2018
33165							
16372	SECURITY LOCK WWTP PADLOCKS 590-442-956.00	01/16/2018 BRENT KILPELA WWTP MISCELLANEOUS EXPENSE	03/20/2018	104.94	0.00	Paid	Y 03/20/2018
19754							
16373	NETWORK SERVICES GROUP, LLC WEBSITE UPDATES 101-265-851.00	03/05/2018 BRENT KILPELA TWP HALL WEB SITE EXPENSE	03/20/2018	75.00	0.00	Paid	Y 03/20/2018
41138							
16374	FAHEY SCHULTZ BURZYCH RHODES GENERAL 101-400-801.01 101-253-801.01	03/05/2018 BRENT KILPELA PLANNING LEGAL EXPENSE TREASURER LEGAL EXPENSE	03/20/2018	751.00	0.00	Paid	Y 03/20/2018
41139							
16375	FAHEY SCHULTZ BURZYCH RHODES RAINBOW 101-268-801.01	03/05/2018 BRENT KILPELA TWP AT LARGE LEGAL EXPENSE	03/20/2018	3,952.00	0.00	Paid	Y 03/20/2018
41140							
16376	FAHEY SCHULTZ BURZYCH RHODES ZONING 101-400-801.01	03/05/2018 BRENT KILPELA PLANNING LEGAL EXPENSE	03/20/2018	306.00	0.00	Paid	Y 03/20/2018
00137201							
16377	ROCKET ENTERPRISES ANNUAL FLAG SERVICE 101-265-727.01	03/01/2018 BRENT KILPELA TWP HALL OFFICE SUPPLIES EXPENSE	03/20/2018	370.00	0.00	Paid	Y 03/20/2018
3/7/2018							
16378	HOWELL AREA FIRE AUTHORITY PARKING VIOLATION #1013 101-000-613.00	03/07/2018 BRENT KILPELA GEN FUND PARKING VIOLATIONS INCOME	03/20/2018	12.50	0.00	Paid	Y 03/20/2018
78229							
16379	MASTER MEDIA OFFICE SUPPLIES 101-265-727.01	03/01/2018 BRENT KILPELA TWP HALL OFFICE SUPPLIES EXPENSE	04/01/2018	34.79	0.00	Paid	Y 03/20/2018

Inv Num	Inv Ref#	Vendor Description	GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlnized Post Date
0001388968	16380	MICHIGAN.COM FEBRUARY PUBLICATIONS		03/01/2018 BRENT KILPELA	03/20/2018	360.00	0.00	Paid	Y 03/20/2018
		101-400-900.00		PLANNING PRINTING & PUBLICATION EXPENSE		70.00			
		101-412-900.00		BOARD OF APPEALS PRINTING & PUBLICITN EX		80.00			
		101-247-900.00		BOARD OF REVIEW PRINTING & PUB EXP		210.00			
3305573994	16381	PITNEY BOWES GLOBAL FINANCIAL SERV. QTR METER RENTAL 12/30/17 - 03/29/		03/01/2018 BRENT KILPELA	03/31/2018	384.57	0.00	Paid	Y 03/20/2018
		101-265-930.01		TWP HALL OFFICE EQUIPMENT & REPAIR		384.57			
189856	16382	SPICER GROUP BD Bond Refund		03/20/2018 BRENT KILPELA	03/27/2018	1,158.00	0.00	Paid	Y 03/20/2018
		101-000-203.00		BSP18-0001		1,158.00			
189856	16383	SPICER GROUP TRILOGY EXPANSION		02/26/2018 BRENT KILPELA	03/20/2018	1,200.00	0.00	Paid	Y 03/20/2018
		101-447-801.00		ENGINEERING CONTRACTED SVCS EXPENSE		1,200.00			
11082010-76	16384	GENOA TOWNSHIP DPW MHOG UTILITY DEPARTMENT		03/08/2018 BRENT KILPELA	03/20/2018	2,979.75	0.00	Paid	Y 03/20/2018
		590-442-801.00		WWTP CONTRACTED SVCS EXPENSE		2,979.75			
3/13/2018	16385	DTE ENERGY 2559 W GRAND RIVER MARCH 2018		03/13/2018 BRENT KILPELA	04/04/2018	358.69	0.00	Paid	Y 03/20/2018
		590-442-920.00		WWTP ELECTRICITY EXPENSE		358.69			
3/13/2018	16386	DTE ENERGY 1034 AUSTIN CT MARCH 2018		03/13/2018 BRENT KILPELA	04/04/2018	336.65	0.00	Paid	Y 03/20/2018
		590-442-920.00		WWTP ELECTRICITY EXPENSE		336.65			
3/13/18	16387	DTE ENERGY 1216 PACKARD MARCH 2018		03/13/2018 BRENT KILPELA	04/04/2018	131.88	0.00	Paid	Y 03/20/2018
		590-442-920.00		WWTP ELECTRICITY EXPENSE		131.88			
3/13/18	16388	DTE ENERGY 1575 N BURKHART MARCH 2018		03/13/2018 BRENT KILPELA	04/04/2018	739.54	0.00	Paid	Y 03/20/2018
		590-442-920.00		WWTP ELECTRICITY EXPENSE		739.54			
3/13/2018	16389	DTE ENERGY 1222 PACKARD MARCH 2018		03/13/2018 BRENT KILPELA	04/04/2018	4,660.59	0.00	Paid	Y 03/20/2018
		590-442-920.00		WWTP ELECTRICITY EXPENSE		4,660.59			

INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

Inv Num	Inv Ref#	Vendor Description	GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlnized Post Date
3/13/2018	16390	DTE ENERGY 3888 OAKGROVE MARCH 2018 590-442-920.00	WWTP ELECTRICITY EXPENSE	03/13/2018 BRENT KILPELA	04/04/2018	268.35	0.00	Paid	Y 03/20/2018
3/13/18	16391	DTE ENERGY 2700 TOOLEY MARCH 2018 590-442-920.00	WWTP ELECTRICITY EXPENSE	03/13/2018 BRENT KILPELA	04/04/2018	245.47	0.00	Paid	Y 03/20/2018
3/7/2018	16392	DTE ENERGY 391 N BURKHART MARCH 2018 590-442-920.00	WWTP ELECTRICITY EXPENSE	03/07/2018 BRENT KILPELA	03/29/2018	123.14	0.00	Paid	Y 03/20/2018
3/7/2018	16393	DTE ENERGY 1009 N BURKHART MARCH 2018 590-442-920.00	WWTP ELECTRICITY EXPENSE	03/07/2018 BRENT KILPELA	03/29/2018	176.81	0.00	Paid	Y 03/20/2018
3/7/2018	16394	DTE ENERGY 2571 OAKGROVE MARCH 2018 590-442-920.00	WWTP ELECTRICITY EXPENSE	03/07/2018 BRENT KILPELA	03/27/2018	400.46	0.00	Paid	Y 03/20/2018
206878326427	16395	CONSUMERS ENERGY 2571 OAKGROVE MARCH 2018 590-442-922.00	WWTP NATURAL GAS EXPENSE	03/05/2018 BRENT KILPELA	03/29/2018	63.82	0.00	Paid	Y 03/20/2018
203496899149	16396	CONSUMERS ENERGY 1222 PACKARD MARCH 2018 590-442-922.00	WWTP NATURAL GAS EXPENSE	03/02/2018 BRENT KILPELA	03/28/2018	789.29	0.00	Paid	Y 03/20/2018
517552195603	16397	AT&T 517 552-1956 FOR APR 2018 590-442-850.00	WWTP TELEPHONE EXPENSE	03/13/2018 BRENT KILPELA	04/02/2018	75.12	0.00	Paid	Y 03/20/2018
854006222	16398	AT&T LONG DISTANCE WWTP LONG DISTANCE 590-442-850.00	WWTP TELEPHONE EXPENSE	03/06/2018 BRENT KILPELA	04/05/2018	7.95	0.00	Paid	Y 03/20/2018
1846205396	16399	PACE ANALYTICAL MERCURY SAMPLING 590-442-801.00	WWTP CONTRACTED SVCS EXPENSE	02/05/2018 BRENT KILPELA	03/20/2018	150.00	0.00	Paid	Y 03/20/2018

INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

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 User: BRENT KILPELA
 DB: Howell Twp

Inv Num	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlnzld Post Date
3/15/18							
16400	DTE ENERGY TWP HALL MARCH 2018 101-265-920.00	03/15/2018 BRENT KILPELA	04/06/2018	429.55	0.00	Paid	Y 03/20/2018
205365737858							
16401	CONSUMERS ENERGY TWP HALL MARCH 2018 101-265-922.00	03/02/2018 BRENT KILPELA	03/28/2018	512.99	0.00	Paid	Y 03/20/2018
2112							
16402	ULTRA TECH SYSTEMS, INC UV MODULE BALLAST REPAIR 590-000-972.00	03/09/2018 BRENT KILPELA	03/29/2018	8,645.65	0.00	Paid	Y 03/20/2018
2147961							
16403	CARLISLE WORTMAN ASSOC, INC. GENERAL CONSULTATION 101-400-801.00	03/12/2018 BRENT KILPELA	04/12/2018	680.00	0.00	Paid	Y 03/21/2018
2147962							
16404	CARLISLE WORTMAN ASSOC, INC. HAMILTON PROPANE 101-400-801.00	03/12/2018 BRENT KILPELA	04/12/2018	240.00	0.00	Paid	Y 03/21/2018
2147964							
16405	CARLISLE WORTMAN ASSOC, INC. ZONING ORDINANCE 101-400-801.00	03/12/2018 BRENT KILPELA	04/12/2018	42.50	0.00	Paid	Y 03/21/2018
3/20/2018							
16406	HOWELL AREA FIRE AUTHORITY PARKING VIOLATION #1014 101-000-613.00	03/20/2018 BRENT KILPELA	04/01/2018	12.50	0.00	Paid	Y 03/21/2018
3/21/2017							
16407	JEAN GRAHAM CLERK MILEAGE/EXPENSES 101-265-727.00 101-191-860.00 101-215-860.00	03/21/2018 BRENT KILPELA	03/21/2018	651.88	0.00	Paid	Y 03/21/2018
3/16/2018							
16408	DEBRA JOHNSON DEPUTY CLERK EXPENSES 101-215-860.00 101-191-860.00	03/16/2018 BRENT KILPELA	03/22/2018	580.70	0.00	Paid	Y 03/22/2018

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

Description
 GL Distribution

of Invoices: 39 # Due: 0
 # of Credit Memos: 0 # Due: 0

Net of Invoices and Credit Memos:

----	TOTALS BY FUND ----												
	101 - GENERAL FUND					32,074.60						0.00	
	590 - SEWER FUND					0.00						0.00	
						<u>32,074.60</u>						<u>0.00</u>	
						<i>(Agrees with Check Register BK)</i>							
	000 - OTHER					9,828.65						0.00	
	191 - ELECTIONS					98.08						0.00	
	215 - CLERK					1,011.18						0.00	
	247 - BOARD OF REVIEW					210.00						0.00	
	253 - TREASURER					95.00						0.00	
	265 - TOWNSHIP HALL					1,930.22						0.00	
	268 - TOWNSHIP AT LARGE					3,952.00						0.00	
	400 - PLANNING COMMISSION					1,994.50						0.00	
	412 - BOARD OF APPEALS					80.00						0.00	
	442 - WWTP					11,674.97						0.00	
	447 - ENGINEERING					1,200.00						0.00	

Inv Date Entered By
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