

HOWELL TOWNSHIP REGULAR BOARD ELECTRONIC/ZOOM MEETING

MINUTES

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

MEMBERS PRESENT:

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

MEMBERS ABSENT:

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

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

APPROVAL OF THE AGENDA:

November 9, 2020

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

OCTOBER 12, 2020 MEETING MINUTES:

A) REGULAR BOARD MEETING MINUTES

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

CORRESPONDENCE:

No additions and there were no questions.

* Trustee Smith joined the meeting.

CALL TO THE PUBLIC:

No response.

NEW BUSINESS:

A. HOWELL AREA PARKS AND RECREATION AUTHORITY 2021

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

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

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

B. SCHUMCKS BREWERY, FINAL SIT PLAN EXTENSION

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

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

C. CONTRACT ASSESSMENT

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

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

D. ORDINANCE AMENDMENT FROM HEAVY COMMERCIAL TO INDUSTRIAL FLEX ZONE

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

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

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

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

F. ZONING BOARD OF APPEALS – OPEN SEAT

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

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

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

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

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

REPORTS:

A. SUPERVISOR:

(Supervisor Coddington reported on the following items)

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

B. TREASURER:

(Treasurer Hohenstein reported on the following items)

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

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

C. CLERK:

(Clerk Graham reported on the following items)

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

D. ZONING:

(See Zoning Administrator Daus's prepared written report)

E. ASSESSING:

(See Assessor Kilpela's prepared written report)

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following items)

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

G. MHOG:

(Trustee Counts reported on the following items)

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

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- There was no Planning Commission Meeting in October.

I. ZONING BOARD OF APPEALS (ZBA):

(Trustee Smith reported on the following items)

- There was no ZBA Meeting in October.

J. WWTP:

(Treasurer Hohenstein reported on the following items)

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

K. HAPRA:

(Clerk Graham reported on the following items)

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

L. PROPERTY COMMITTEE:

(Treasurer Hohenstein reported on the following items)

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

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

CALL TO THE PUBLIC:

No response.

BURSEMENTS: REGULAR AND CHECK REGISTER:

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

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

As Presented: X

Howell Township Clerk
Jean Graham

As Amended: _____

As Corrected: _____

Mike Coddington
Howell Township Supervisor

Dated: 12.14.2020

Debby Johnson, Recording Secretary