

**HOWELL TOWNSHIP REGULAR BOARD  
MEETING MINUTES**

3525 Byron Road Howell, MI 48855  
May 8, 2023  
6:30 P.M.

**MEMBERS PRESENT:**

Mike Coddington	Supervisor
Jean Graham	Clerk
Jonathan Hohenstein	Treasurer
Matthew Counts	Trustee
Jeff Smith	Trustee
Harold Melton	Trustee
Bob Wilson	Trustee

**MEMBERS ABSENT:**

Supervisor Coddington called the meeting to order at 6:30 p.m. The roll was called. There were 10 people in the audience. All rose for the Pledge of Allegiance.

**APPROVAL OF THE AGENDA:**

May 8, 2023

**MOTION** by Counts, **SECOND** by Melton, **"TO APPROVE THE MAY 8, 2023 AGENDA AS PRESENTED."**  
Discussion followed. Motion carried.

**APPROVAL OF BOARD MEETING MINUTES:**

April 10, 2023

A) REGULAR BOARD MEETING MINUTES

**MOTION** by Hohenstein, **SECOND** by Melton, **"TO APPROVE THE APRIL 10, 2023 REGULAR MEETING MINUTES AS PRESENTED."** Discussion followed. Motion carried.

**CORRESPONDENCE:**

No additions. No questions.

**CALL TO THE PUBLIC:**

There was no public comment.

**NEW BUSINESS:**

A. Howell Township Budget 2023/2024

**MOTION** by Graham, **SECOND** by Counts **"TO APPROVE THE HOWELL TOWNSHIP BUDGET 2023/2024 AS PRESENTED."** Discussion followed. Motion Carried.

B. Financial Update

Deputy Supervisor Kilpela provided the Board with a budget update. Revenue and Expenditure Report period ending 4/30/2023 and Cash Flow Report using budgeted revenue was reviewed. He fielded questions and comments from the Board. Discussion followed. Kilpela proposed two budget amendments to the General Fund to increase the Treasurer legal expense by \$4,000.00 to account for legal fees incurred from personal property tax collection and to increase the snow removal expense by \$12,000.00 for the walking paths.

**MOTION** by Graham, **SECOND** by Melton. **"TO APPROVE THE 2022/2023 PROPOSED BUDGET**

**AMENDMENTS FOR THE TREASURER AND THE TOWNSHIP HALL.”** Discussion followed. Motion carried. The Board thanked Kilpela for the great job he does with the budget.

C. WWTP

Deputy Supervisor Kilpela explained in detail the upcoming Waste Water Treatment Plant Projects. **MOTION** by Counts, **SECOND** by Melton, **“TO APPROVE TO REBUILD ONE PUMP OF STATION 73 NOT TO EXCEED \$40,000.00.”** Discussion followed. Motion carried. **MOTION** by Counts, **SECOND** by Graham, **“TO APPROVE THE QUOTES FROM ADVANCED REHABILITATION TECHNOLOGY AND MACALLISTER RENTALS FOR THE JUNCTION CHAMBER AND INFLUENT CHANNEL LINING NOT TO EXCEED \$47,000.00.”** Discussion followed. Motion carried.

D. Howell Township v John Mills

As requested by the Board, Treasurer Hohenstein summarized the issue with Mr. John Mills and his disc golf course and the conclusion at the ZBA. Mr. Mills was present and discussed the issues presented. He reviewed along with his Attorney Kenneth V. Zichi the violations against his property. Extensive discussion followed.

E. Wellhead Protection Ordinance

Treasurer Hohenstein explained during the March 20, 2023 Howell Township Board meeting the Board discussed a request to change the wording of our ordinance to allow a gas station to be sited inside MHOG's wellhead protection area. The Board rejected the request to change the current wording in the ordinance therefore denying the gas station at the proposed site. After that meeting, he had discussions with Greg Tatara, Director of MHOG, regarding their wellhead protection area. Greg has been working with the municipalities that are in the wellhead protection area to try to get similar wellhead protection ordinances in place. Marion Township has passed the attached draft wellhead protection ordinance; the City of Howell is still working on theirs. He recommends approval to send the attached draft wellhead protection ordinance to the Planning Commission for consideration as a zoning ordinance for Howell Township. Discussion followed. **MOTION** by Graham, **SECOND** by Melton, **“TO APPROVE SENDING THE ATTACHED WELLHEAD PROTECTION ORDINANCE TO THE PLANNING COMMISSION FOR CONSIDERATION AS A ZONING ORDINANCE FOR HOWELL TOWNSHIP WITH PETROLEUM TO BE ADDED TO THE ORDINANCE.”** Discussion followed. Motion carried.

F. Subcommittee Compensation

Clerk Graham explained she received the Subcommittee Compensation letter to approve compensation for the subcommittee's investigation report. **MOTION** by Hohenstein, **SECOND** by Melton, **“TO APPROVE TO PAY THE SUBCOMMITTEE \$80.00 PER MEETING, PER PERSON.”** Discussion followed. Motion carried.

G. Howell Township Recreation Plan Proposal

Treasurer Hohenstein indicated the Park and Recreation 5 year Plan is coming to an end. In order to request grants, the Township needs to have a current plan in place. Included in the packet are the projected costs from the Planner for the Park and Recreation Plan update. Planning Commission Chair Martha Haglund suggested direction for the plan and a way to be fiscally responsible regarding the quote for the Howell Township Recreation Plan Update. She suggested the subcommittee work with Carlisle Wortman for a resolution regarding the work plan, timeline and fees. Discussion ensued. The Board tabled the discussion until June 12, 2023 Meeting.

H. Bids: Election Security

Clerk Graham explained the impact on elections with the passage of Proposal 22-2 which greatly affects elections going forward. She indicated to be successful we need to make sure we have the tools and resources to keep the security and integrity of our elections intact and she is asking for approval on the 5 items listed in her memo. **MOTION** by Counts, **SECOND** by Graham, **"TO APPROVE MICROWORKS COMPUTING, INC QUOTE AS PRESENTED."** Discussion followed. Motion carried. **MOTION** by Counts, **SECOND** by Hohenstein, **"TO APPROVE THE QUOTE FROM TWO MEN AND A TRUCK AS PRESENTED TO MOVE FILING CABINETS OUT OF THE ELECTION ROOM TO THE BASEMENT."** Discussion followed. Motion carried. **MOTION** by Counts, **SECOND** by Smith, **"TO APPROVE FINLEY CONSTRUCTION TO INSTALL THE BALLOT BOX AS PRESENTED."** Discussion followed. Motion carried. **MOTION** by Smith, **SECOND** by Hohenstein, **"TO APPROVE S.E.I. CONSTRUCTION CO. BID NOT TO EXCEED \$750.00 FOR THE INSIDE WALL, DOOR WALL REPAIR AND DRYWALL AS PRESENTED."** Discussion followed. Motion carried. **MOTION** by Counts, **SECOND** by Melton, **"TO APPROVE SHELVING FOR ELECTION STORAGE NOT TO EXCEED \$500.00 AS PRESENTED."** Discussion followed. Motion carried.

**9. CALL TO THE PUBLIC:**

Joe Farkus asked for clarification on where to find the Board packets for future Board Meetings.

Tim Boal addressed the Board regarding a recent accident at Mason and Santa Rosa Drive. He asked for an update to the mediation for the corner of these crossroads.

**REPORTS:**

**A. SUPERVISOR:**

Supervisor Coddington indicated he fielded calls from residents, he attended a budget meeting and a board meeting at HAPRA regarding a possible millage to support the facility as opposed to being funded through the municipalities.

**B. TREASURER:**

Treasurer Hohenstein indicated they are moving towards the BS & A cloud software. He included a quote for four scanners to process payments with the intention of purchasing one now and if it works well to purchase up to three additional scanners. **MOTION** by Graham, **SECOND** by Melton **"TO APPROVE THE PURCHASE OF 4 HONEYWELL SCANNERS NOT TO EXCEED \$1,000.00 AS PRESENTED."** Discussion followed. Motion carried. He further reported on finishing the ARPA reporting with Deputy Supervisor Kilpela which was a difficult task, receiving the lawsuit from Burkhart Ridge and submitted it to the insurance company and awaiting insurance counsel, and working on the Brewer Road drainage issue and it is slow moving and will take some time to complete.

**C. CLERK:**

Clerk Graham indicated she met with Spicer Engineering and Bowman Construction regarding the cemetery tile drainage project and there will be some reconfiguration coming without additional costs. She brought the Spring Clean Up volunteer sign-up sheet to the meeting. She discussed how many workers would be in attendance and providing lunch for the event. All the vendors have been confirmed to attend the event.

**D. ZONING:**

(See Zoning Administrator Daus's prepared written report)

**E. ASSESSING:**

(See Assessor Kilpela's prepared written report)

F. FIRE AUTHORITY:

Supervisor Coddington indicated they purchased an aerial ladder truck and noted a presentation they had at the prior meeting regarding the truck. They approved the budget and he indicated the Chairman is retiring.

G. MHOG:

Trustee Counts reported on the MHOG meeting.

H. PLANNING COMMISSION:

Trustee Counts reported on the Planning Commission Meeting.

I. ZONING BOARD OF APPEALS (ZBA):

Trustee Smith reported on the Zoning Board of Appeals Meeting. He indicated budgeting for training for the Zoning Board of Appeals and Planning Commission in the future.

J. WWTP:

This item was addressed earlier in the meeting by Deputy Supervisor Kilpela.

K. HAPRA

Clerk Graham indicated the report was in the packet.

L. PROPERTY COMMITTEE

Treasurer Hohenstein indicated they are close to closing on the North Burkhart Road property and are working to complete it.

M. P & R COMMITTEE

Treasurer Hohenstein indicated the Spark grant has opened and the Engineer is reviewing the information that was provided as to the application of the grant.

**DISBURSEMENTS: REGULAR AND CHECK REGISTER:**

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

**ADJOURNMENT:** **MOTION** by Melton, **SECOND** by Hohenstein, **"TO ADJOURN."** Motion carried. The meeting was adjourned at 8:36pm.



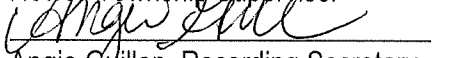
Howell Township Clerk

Jean Graham



Mike Coddington

Howell Township Supervisor



Angie Guillen, Recording Secretary