

HOWELL TOWNSHIP REGULAR BOARD
MEETING MINUTES

3525 Byron Road Howell, MI 48855

June 9, 2025

6:30 P.M.

MEMBERS PRESENT:

Mike Coddington	Supervisor
Sue Daus	Clerk
Jonathan Hohenstein	Treasurer
Tim Boal	Trustee
Matt Counts	Trustee
Shane Fagan	Trustee
Bob Wilson	Trustee

MEMBERS ABSENT:

Also in Attendance:

One person signed in.

Supervisor Coddington called the meeting to order at 6:30 p.m. The roll was called. All rose for the Pledge of Allegiance.

CALL TO THE BOARD:

Trustee Fagan requested to add 7-B American Legion

Supervisor Coddington requested to postpone 5-B, request to add Trustees Wilson's statement as an addendum to the May Board meeting packet, until the July Board meeting.

APPROVAL OF THE AGENDA:

June 9, 2025

Motion by Daus, **Second** by Fagan, **"To approve the agenda."** Motion carried.

APPROVAL OF BOARD MEETING MINUTES:

May 12, 2025

REGULAR BOARD MEETING MINUTES

Motion by Hohenstein, **Second** by Boal, **"To accept the minutes for the regular board meeting of May 12th as presented."** Motion carried, one dissent.

May 12, 2025

BUDGET MEETING MINUTES

Motion by Counts, **Second** by Hohenstein, **"Move approval."** Motion carried.

May 12, 2025

CLOSED SESSION MINUTES

Motion by Hohenstein, **Second** by Daus, **"To accept the closed session meeting minutes for May 12th as presented."** Motion carried.

CALL TO THE PUBLIC:

John Mills 1750 Oak Grove Rd.: Spoke on solar energy, and censorship of Trustee Wilson.

UNFINISHED BUSINESS:

- A. Howell-Mason LLC v. Howell Township
Treasurer Hohenstein stated that the court documents for Howell-Mason v. Howell Township were added to the packet for the Board's review. Discussion followed.
- B. American Legion
Motion by Fagan, **Second** by Wilson, **"To pass the resolution to dismiss the ticket issued against the American Legion Post 141."** Discussion followed. Trustee Fagan rescinded the motion, Trustee Wilson approved. **Motion** by Fagan, **Second** by Wilson, with a friendly amendment **"To table this until we have legal review of the resolution."** Discussion followed. Trustee Fagan amended motion **"To get a legal opinion on the resolution after two weeks of no communication is made or achieved between the American Legion and Howell Township."** Roll call vote: Daus – yes, Wilson – yes, Fagan – yes, Coddington – yes, Hohenstein – yes, Counts – yes, Boal – yes. Motion carried (7-0).

NEW BUSINESS:

- A. Township Credit Card System
Treasurer Hohenstein discussed that the current credit card system that the Township is using will be raising their processing interest rate from 2.75% to 3.5%. This prompted the Township to seek out other credit card processing options. The Township software company, BS&A offers a credit card processing application with a lower interest rate and additional payment options. Treasurer Hohenstein is requesting guidance/approval on how the Board would like to move forward. **Motion** by Counts, **Second** by Hohenstein, **"To approve the usage of BS&A for credit card processing and the purchase of the terminal as presented in item 8-A in the packet."** Discussion followed. Motion carried.
- B. Pay Increases for 2025/2026 Budget Year
Supervisor Coddington discussed that the Human Resource Committee's minutes were included in the packet for the Board's review. Discussion followed. **Motion** by Counts, **Second** by Hohenstein, **"To suggest at least 4% for staff."** Motion carried.
- Motion** by Hohenstein, **Second** by Fagan, **"To accept resolution 06.25.553 for no increase."** Fagan – yes, Daus – yes, Coddington – yes, Wilson – yes, Counts – yes, Boal – yes, Hohenstein – yes. Motion carried (7-0).
- Motion** by Hohenstein, **Second** by Boal, **"To accept resolution 06.25.554 with no increase."** Boal – yes, Hohenstein – yes, Fagan – yes, Counts – yes, Wilson – yes, Coddington – yes, Daus – yes. Motion carried (7-0).
- Motion** by Hohenstein, **Second** by Fagan, **"To accept resolution 06.25.555 with no increase."** Wilson – yes, Boal – yes, Fagan – yes, Coddington – yes, Counts – yes, Daus – yes, Hohenstein – yes. Motion carried (7-0).
- Motion** by Hohenstein, **Second** by Boal, **"To accept resolution 06.25.556 with no increase."** Hohenstein – yes, Counts – yes, Wilson – yes, Boal – yes, Daus – yes, Coddington – yes, Fagan – yes. Motion carried (7-0).
- C. Alisa and Marc Seyburn, PC2025-03, 4706-12-400-010 request to rezone from SFR to AR
Treasurer Hohenstein gave a brief overview of the request to rezone from single family residential to agricultural residential. **Motion** by Wilson, **Second** by Fagan, **"To accept their parcel change rezoning."** Motion carried.
- D. ADU Ordinance

Trustee Boal discussed the modifications to the proposed amendment for Accessory Dwelling Units (ADUs) in the Agricultural Residential (AR) District and Single Family Residential (SFR) District. Discussion followed. **Motion** by Boal, **"To accept the Planning Commission's recommendation for the proposed zoning ordinance amendments to regulate Accessory Dwelling Units."** Discussion followed. Motion failed due to no support. **Motion** by Hohenstein, **Second** by Counts, **"To send the ADU ordinance back to the Planning Commission to remove the condition of Planning Commission approval and the special land use requirement and to consider any additional guardrails or checkboxes to deal with concerns."** Roll call vote: Coddington – yes, Boal – no, Daus – yes, Counts – yes, Fagan – yes, Hohenstein – yes, Wilson – yes. Motion carried (6-1).

- E. Mark Juett, PC2025-06, 4706-28-100-071, Vacant Hydraulic Dr., Special Land Use Permit
- Treasurer Hohenstein discussed that the applicant is requesting Board approval for a special land use permit for outside RV storage. Discussion followed. **Motion** by Hohenstein, **Second** by Counts, **"To approve the special land use request from the Juett Outdoor Storage Parcel number 4706-28-100-071 based on the information provided by the applicant, staff, consultants and they meet the following standards of the zoning ordinance A) Will be harmonious with and in accordance with the general objectives, intent, purposes of this Ordinance in terms of their uses, activities, processes, materials, equipment, conditions of operation that will be detrimental to any person, property, or the general welfare of the surrounding area in which is located due to excessive production of traffic, noise, smoke, fumes, glare, or odors. B) Will be designed, constructed, operated, maintained and managed to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity C) Will be served adequately by essential public facilities and services D) Will not be hazardous or disturbing to existing or future neighboring uses E) Will not create excessive additional requirements at public cost for public facilities, utilities and services F) Will not have a substantial adverse impact upon the natural resources and environment on the lot or parcel."** Motion carried.

CALL TO THE PUBLIC

Kaye Don LeChevalier spoke on ADUs

REPORTS:

- A. SUPERVISOR:
Supervisor Coddington discussed the job position for a Township Ordinance Enforcement Officer. Discussion followed.
- B. TREASURER:
Treasurer Hohenstein reported on the following items:
Deputy Treasurer is requesting approval to attend the Governmental Accounting Webinar presented by BS&A. **Motion** by Hohenstein, **Second** by Daus, **"Approval for the Deputy Treasurer to attend the Governmental Accounting Webinar presented by BS&A as presented."** Motion carried.
Deputy Treasurer Murrish is requesting approval for the Halloween event for 2025. **Motion** by Fagan, **Second** by Hohenstein, **"To approve the Halloween event."** Motion carried.
Cybersecurity and Audit Assessment. Discussion followed. It was the consensus of the Board to get more detailed information before coming to a decision.
- C. CLERK:
Clerk Daus is requesting approval for herself and the Deputy Clerk to attend the Earned Sick Time Act (ESTA) and the Cemetery Challenges and Solutions one day conference presented by MTA. **Motion** by Hohenstein, **Second** by Boal, **"To accept the class for both the Clerk and the Deputy Clerk for the ESTA and Cemetery Challenges as presented."** Motion carried.

D. ZONING:

Zoning Administrator Hohenstein reported that due to cyber scams that are taking place there will be some procedural changes for the Planning Commission

E. ASSESSING:

See Assessor Kilpela's prepared written report

F. FIRE AUTHORITY:

Supervisor Coddington reported on Fire Authority

G. MHOG:

Trustee Counts reported on MHOG

H. PLANNING COMMISSION:

Trustee Boal reported on Planning Commission

I. ZONING BOARD OF APPEALS (ZBA):

No report

J. WWTP:

Treasurer Hohenstein reported that the lights at the Wastewater Treatment Plant need to be updated to LED.

Motion by Hohenstein, **Second** by Daus, **"To accept the quote from K&J Electric for \$8,600.00 to convert lights to LEDs as presented."** Motion carried.

K. HAPRA:

See Clerk Daus's prepared written report

L. PROPERTY COMMITTEE:

Treasurer Hohenstein reported that there is a developer that is interested in the Marr and Oak Grove parcel for possible future development

M. PARK & RECREATION COMMITTEE:

No report

N. SHIAWASSEE COMMITTEE:

No report.

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

Motion by Hohenstein, **Second** by Daus, **"To accept the disbursements as presented and any normal and customary payments for the month."** Motion carried.

ADJOURNMENT:

Motion by Counts, **Second** by Hohenstein, **"To adjourn."** Motion carried. The meeting adjourned (8:55 pm).



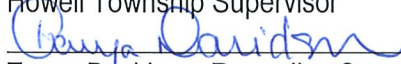
Howell Township Clerk

Sue Daus



Mike Coddington

Howell Township Supervisor



Tanya Davidson, Recording Secretary