

**HOWELL TOWNSHIP REGULAR BOARD**

**MEETING MINUTES**

3525 Byron Road Howell, MI 48855

August 11, 2025

6:30 P.M.

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

**Also in Attendance:**

Two people signed in.

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

**CALL TO THE BOARD:**

Treasurer Hohenstein requested to add item 9-C, Cybersecurity Assessment.

Trustee Fagan declared that he would abstain from voting on item 8-C, Howell Township v. Shane Fagan, due to conflict of interest.

**APPROVAL OF THE AGENDA:**

August 11, 2025

**Motion** by Counts, **Second** by Daus, **“To approve the agenda.”** Motion carried – one dissent.

**APPROVAL OF BOARD MEETING MINUTES:**

July 14, 2025

REGULAR BOARD MEETING MINUTES

**Motion** by Daus, **Second** by Hohenstein, **“To approve the minutes of July 14<sup>th</sup> with correction.”**

Motion carried.

**CALL TO THE PUBLIC:**

No response from the public

**CLOSED SESSION:**

Confidential Written Legal Opinion

**Motion** by Hohenstein, **Second** by Daus, **“To enter into closed session to discuss the confidential written legal opinion from the Township Attorney per MCL 15.286.”** Roll call vote: Daus – yes, Wilson – yes, Fagan – no, Coddington – yes, Hohenstein – yes, Counts – yes, Boal – yes. Motion carried (6-1).

**Motion** by Counts, **Second** by Hohenstein, **“To enter back into regular session.”** Motion carried.

**UNFINISHED BUSINESS:**

- A. Fee Schedule and Application Update – ADU  
Treasurer Hohenstein is seeking guidance from the Board to add a \$75.00 application fee to the Township fee schedule for the review of Accessory Dwelling Unit (ADU) plans. Discussion followed. **Motion** by Hohenstein, **Second** by Counts, **“To accept the changes to the Township fee schedule for ADUs as presented.”** Motion carried – two dissents.
  
- B. Howell-Mason LLC v. Howell Township  
Supervisor Coddington explained that the documents for Howell-Mason LLC v. Howell Township were added to the packet for the Board's review.
  
- C. Howell Township v. Shane Fagan  
Supervisor Coddington explained that the documents for Howell Township v. Shane Fagan were added to the packet for the Board's review. Discussion followed.

**NEW BUSINESS:**

- A. Financial Report  
Deputy Supervisor Kilpela presented the year end financials for budget year 2024-2025, cash flow statements, legal fees, and budget amendments. **Motion** by Counts, **Second** by Boal, **“To approve budget amendment one to increase Clerk Deputy wages from \$30,605 to \$32,105 as presented.”** Motion carried.

**Motion** by Counts, **Second** by Hohenstein, **“To accept budget amendment two to increase planning contract and planner expenses from \$20,000 to \$26,000 to account for retainer agreement.”** Motion carried. The Board requested for Assessor Kilpela to report back with an analysis of funds that may be reallocated from the water/sewer surplus.

- B. Eagleview Renewal  
Assessor Kilpela discussed the benefits that Eagleview imagery offers for all departments within the Township as well as the added benefits of utilizing the 1-inch imagery vs the 3-inch imagery. **Motion** by Wilson, **Second** by Hohenstein, **“To accept Brent’s choice of Eagleview – one inch.”** Motion carried.
  
- C. Cybersecurity Assessment  
Treasurer Hohenstein explained that the ad hoc committee met with all the cybersecurity applicants to obtain further information to bring back to the Board. Trustee Counts discussed the process of how cybersecurity is tested and put into place. **Motion** by Counts, **Second** by Boal, **“To engage Dewpoint for a CIS level I assessment for the tune of \$7,500.00.”** Discussion followed. Motion carried.

**Motion** by Hohenstein, **Second** by Counts, **“To make a budget amendment to increase the Township Hall IT support expense by \$7,500.00.”** Motion carried.

**CALL TO THE PUBLIC:**

No response from the public

**REPORTS:**

- A. SUPERVISOR:  
No report
- B. TREASURER:  
See Treasurer Hohenstein's report
- C. CLERK:  
Clerk Daus reported that Cemify has finished the mapping of the cemeteries
- D. ZONING:  
See Zoning Administrator Hohenstein's report. Discussion followed.
- E. ASSESSING:  
See Assessor Kilpela's report.
- F. FIRE AUTHORITY:  
Supervisor Coddington reported on Fire Authority. Discussion followed.
- G. MHOG:  
Trustee Counts reported on MHOG.
- H. PLANNING COMMISSION:  
See draft minutes
- I. ZONING BOARD OF APPEALS (ZBA):  
No July meeting
- A. WWTP:  
Clerk Daus reported on WWTP. See report.  
**Motion by Daus, Second by Counts, "To accept Cooper's price of \$7,815.00."**  
  
**Motion by Daus, Second by Counts, "To accept the new contract for the generator maintenance."**  
  
**Motion by Counts, Second by Hohenstein, "To approve UIS SCADA quote to the tune of \$19,775.00, item 3.4 as presented."** Motion carried.  
  
**Motion by Hohenstein, Second by Boal, "To accept the quote from DeBottis Development & Asphalt Maintenance of \$10,729.00 as presented."** Motion carried.
- B. HAPRA:  
See Clerk Daus's report
- C. PROPERTY COMMITTEE:  
No report

D. PARK & RECREATION COMMITTEE:

Treasurer Hohenstein reported on Park & Recreation Committee. Discussion followed.

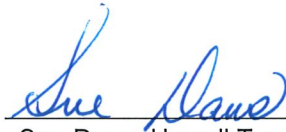
E. Shiawassee River Committee:

No report

**DISBURSEMENTS: REGULAR PAYMENTS 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 was adjourned at 8:34p.m.



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Sue Daus, Howell Township Clerk



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Mike Coddington, Howell Township Supervisor



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Tanya Davidson, Recording Secretary