

HOWELL TOWNSHIP BOARD MEETING  
3525 Byron Road  
Howell, MI 48855  
June 12, 2017  
6:30 P.M.

1. Call to Order.
2. Roll Call:      Mike Coddington      ( )                      Dar Howard      ( )  
                         Jean Graham              ( )                      Carolyn Eaton      ( )  
                         Jonathan Hohenstein      ( )                      Harold Melton      ( )  
                         Matthew Counts              ( )
3. Pledge of Allegiance:
4. Call to the Board:
5. Approval of the Minutes:  
    A. Regular Board Meeting, May 8, 2017
6. Correspondence:
7. Call to the Public:
8. Unfinished Business:  
    A. Howell Park & Rec – Paul Rogers – final draft 4<sup>th</sup> Amended Articles of Incorporation for HAPRA
9. New Business:  
    A. Severn Trent Asset Analysis Report  
    B. Trans West lift Station  
    C. Proposal for Maintenance of Parking Lot (filling in the cracks)  
    D. BS&A, Building Department.Net Program for Zoning  
    E. MTA Howell Township Principles of Governance  
    F. Discussion on pay raises for Office Staff  
    G. Resolution to Establish Township Officers Salary  
        1) Supervisor  
        2) Treasurer  
        3) Clerk  
        4) Trustee
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 Session:
13. Disbursements: Regular and Check Register
14. Adjournment:

# AGENDA ITEM

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**HOWELL TOWNSHIP BOARD REGULAR MEETING  
MINUTES**

Howell Township Hall  
May 8, 2017  
6:30. p.m.

**MEMBERS PRESENT:**

Mike Coddington Supervisor  
Jonathan Hohenstein Treasurer  
Matthew Counts Trustee  
Carolyn Eaton Trustee  
Dar Howard Trustee  
Harold Melton 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 Hohenstein, seconded by Howard, **“TO APPROVE THE MAY 8, 2017 AGENDA AS PRESENTED.”** Motion carried.

**APPROVAL OF MINUTES:**

**MOTION** by Howard, seconded by Hohenstein, **“TO APPROVE THE APRIL 10, 2017 REGULAR MEETING MINUTES AS CORRECTED: UNDER REPORTS, ITEM K, WWTP - CHANGE THE WORD PORTABLE TO POTABLE.”** Motion carried. (See April 10, 2017 Meeting Minutes) **MOTION** by Hohenstein, seconded by Harold, **“TO APPROVE THE APRIL 10, 2017 CLOSED SESSION MEETING MINUTES AS PRESENTED.”** Motion carried.

**CORRESPONDENCE:**

See List.

**CALL TO THE PUBLIC:**

No response.

**UNFINISHED BUSINESS:**

- A. HAPRA, AMENDED ARTICLES OF INCORPORATION – Paul Rogers from the Howell Area Parks & Recreation Authority presented a Howell Township Registered Patrons chart showing the increase of resident’s participation, since 2012, with the breakdown by age and a Transaction Comparison chart showing what programs they are participating in. He also presented the “HAPRA Articles of Incorporation”, with their suggested changes. He would like input from the Board about these changes. He is requesting, Howell Township to consider becoming a full “participating municipality” of HAPRA. In 2016 the Township’s financial contribution was at the half level which did not give Howell Township a voting member on the HAPRA Board. To participate in any programs, residents paid the membership rate (one half of participation fee) plus 20% and each household could receive 1 Park Pass. If the Township becomes a full member, they will then have one voting member on the HAPRA, the residents will pay one half of the participation fee for any HAPRA programs and each household may receive 2 Park Passes. Suggested changes the Board would like to see in the “Articles of Incorporation Howell Area Parks and Recreation Authority”, 1) the rate of full “participation municipality” to be \$100,000.00 and 2) if a municipality would like to withdrawal, it could do so with a (6) six month notice instead of (12) twelve month notice. Mr. Rogers will take this back to the HAPRA for finally changes and then bring back to the Township Board.

- B. CHESTNUT DEVELOPMENT, PARCEL 4706-32-400-012, FILE #01.17.01, REZONING FROM NSC TO MFR – Brent LaVanway from Boss Engineering representing Steve Gronow from Chestnut Development is requesting a rezoning for a 17 acre parcel, #4706-32-400-012, located at the northwest corner of Burkhart and Mason Roads, excluding the Angelo's Party Store, from (NSC) Neighborhood Service Commercial to (MFR) Multi Family Residential. The rezoning request has been to the Township Planning Commission and the County Commission and both commissions gave their approval of recommendation. The proposed project for the rezoned property is for lease, single story ranch units.. Mr. LaVanway stated he believed it is a better use of the property and is consistent to the adjacent zonings. There is still sufficient commercial properties south of I96. Supervisor Coddington took questions and statements from the Board. Mr. Gronow also commented on the market for this type of developments. The traffic flow for that area was also discussed. **MOTION** by Eaton, seconded by Hohenstein, **“TO APPROVE THE REZONING OF PARCEL 4706-32-400-012, FILE #01.17.01 FOR CHESTNUT DEVELOPMENT, FROM NEIGHBORHOOD SERVICE COMMERCIAL (NSC) TO MULTIPLY FAMILY RESIDENTIAL (MFR), EFFECTIVE (7) SEVEN DAYS AFTER PUBLICATION.”** Discussion followed. **AMENDMENT TO THE MOTION** by Eaton, seconded by Hohenstein, **“TO APPROVE THE REZONING OF PARCEL 4706-32-400-012, FILE #01.17.01 FOR CHESTNUT DEVELOPMENT, FROM NEIGHBORHOOD SERVICE COMMERCIAL(NSC) TO MULTIPLY FAMILY RESIDENTIAL (MFR), WITH THE UNDERSTANDING ONLY SINGLE STORY UNITS WILL BE BUILT ON THE PROPERTY, EFFECTIVE (7) SEVEN DAYS AFTER PUBLICATION.”** Discussion followed. A roll-call vote was taken: Eaton – yes, Hohenstein – yes, Melton – yes, Counts – yes, Howard – yes, Coddington – yes. Motion carried 6 to 0.
- C. RUSSELL CESAR & SANDRA SHARP, PARCEL 4706-32-200-011, FILE #03.17.02, REZONING FROM RSC TO SFR – Sandra Sharp who owns the property stated that the property has approximately 280 feet road frontage and is 250 feet deep. She stated that she has not been able to come up with a viable business for that site. She is a home builder. They would like to put up to four, approximately 1,600 sq. ft. homes that would be connecting to the water and sewer. Supervisor Coddington took questions and statements from the Board. **MOTION** by Eaton, seconded by Melton, **“TO APPROVE THE REZONING OF PARCEL 4706-32-200-011, FOR RUSSELL CESAR & SANDRA SHARP, FROM RESIDENTIAL SERVICE COMMERCIAL (RSC) TO SINGLE FAMILY RESIDENTIAL (SFR), EFFECTIVE (7) SEVEN DAYS AFTER PUBLICATION.”** Discussion followed. Paul Chosid who owns Burkhart Ridge, asked how this rezoning will affect his setbacks on his property as far as the screening, berms and walls if he chooses to use his commercial property next to this parcel. Mr. Chosid did not attend the Public Hearing for this parcel. A roll-call vote was taken: Counts – yes, Coddington – yes, Melton – yes, Howard – yes, Hohenstein – yes, Eaton – yes. Motion carried 6 to 0.
- D. KENNELS, MODIFY ARTICLES II, IV, VI, VII, X, XI, XII, XIV – Trustee Counts shared that the modifications to Kennels has been back and forth between the Planning Commission and the Township Board several times. The Board wanted more distinction between a private kennel and a commercial kennel. Township Planner Montagno, has submitted his draft of modifications to Kennels that include: *Modify Article II Definitions, Section 2.02 Definitions. Modify Article IV AR Agricultural Residential District, Section 4.03 Permitted Principal Special Uses with Conditions, Section 4.04 Permitted Accessory Uses, and Section 4.05 Permitted Accessory uses with Conditions. Modify Article VI SFR Single Family Residential District, Section 6.04 Permitted Accessory Uses. Modify Article VII MFR Multiple Family Residential District, Section 7.04 Permitted Accessory Uses. Modify Article X RSC Regional Service Commercial District, Section 10.03 Permitted Principal Special Uses with Conditions. Modify Article XI HSC Highway Service Commercial District, Section 11.03 Permitted Principal Special Uses with Conditions. Modify Article XII HC Heavy Commercial District, Section 12.03 Permitted Principal Special Uses with Conditions. Modify XIV Supplemental Regulations, Section 14.42 Commercial Kennels.* Discussion on the difference between kennels and pets. April Hargraves who has

- a boarding kennel (not in Howell Township) offered some in-site on her experience of kennels. Most commercial kennels are separated between boarding and breeding. She explained that commercial breeding kennels are for breeding dogs on a large scale and as a business. Commercial boarding kennels, board dogs for when owners go on vacation, or as a day care service for dogs. These types of kennels are usually in commercial zoned areas. Private kennels are for home owners who have more than 4 dogs. She has offered her guidance to help with setting regulations to the Kennels Ordinance. There was more discussion on the amount of dogs allowed, before requiring a Private Kennel. It was the consensus of the Board to send this back to the Planning Commission and if needed to have a joint session with the Planning Commission and the Township Board. **MOTION** by Counts, seconded by Howard, **"TO SEND THE KENNELS ORDINANCE BACK TO THE PLANNING COMMISSION TO 1) REVIEW THE AMENDMENTS TO THE PRIVATE KENNELS, DEFINITIONS, 2) REVIEW THE AGRICULTURAL RESIDENTIAL (AR) ZONING CLASSIFICATIONS AND 3) TO EVALUATE THE COUNTY REVIEW."** Discussion followed. Motion carried.
- E. SPRING CLEAN-UP DAY – Deputy Clerk Johnson reported that the Township Clean-up Day is all planned and ready to go. It is Saturday, May 20<sup>th</sup> from 9:00 a.m. – 12:00 noon.
- F. NEW VOTING EQUIPMENT – Deputy Clerk Johnson reported that the County Clerk Hundley has selected Hart InterCivic as vendor to provide Livingston County election equipment. The new equipment rollout will take place in 2017 and early 2018 throughout Michigan depending on the municipality's election cycle. Part of the voting system will be partially funded through the remaining HAVA funds. Discussion on the Township Election Coordinator's likeability of the new equipment. **MOTION** by Hohenstein, seconded by Eaton, **"TO APPROVE RESOLUTION #05.17.426 AUTHORIZATION TO SIGN THE GRANT AGREEMENT FOR THE NEW VOTING EQUIPMENT."** Discussion followed. A roll-call vote was taken: Coddington – yes, Counts – yes, Eaton – yes, Hohenstein – yes, Melton – yes, Howard – no. Motion carries 5 to 1.
- G. WARNER ROAD SEWER CROSSING – When the sewer originally was installed on the north side of Warner Road, the owner at the time was planning a development of three parcels on the south side, so no leads were placed crossing the road. That property now has three separate owners and now wish to have sanitary sewer service. Placing a manhole on the south side of the road and connecting it to the existing main, the property owners will be able to get sewer service. Two bids have been submitted from two contractors for the construction of 56' of 8" sanitary sewer under Warner Road and one 48" manhole, TLS Construction at \$18,900.00 and Fonson, Inc. at \$32,200.00. **MOTION** by Hohenstein, seconded by Melton, **"TO ACCEPT THE BID FROM TLS CONSTRUCTION OF \$18,900.00 FOR THE WARNER ROAD SEWER CROSSING AS PRESENTED, CONTINGENT ON PROPERTY OWNERS APPROVAL OF EASEMENT RIGHTS."** There was further discussion on the subject. Motion carried.

#### **NEW BUSINESS:**

- A. 2017/2018 BUDGET ADOPTION – The 2017/2018 Howell Township Budget was presented during the Budget Meeting prior to this meeting. **MOTION** by Counts, seconded by Eaton, **"TO ADOPT THE 2017/2018 HOWELL TOWNSHIP BUDGET AS PRESENTED."** Discussion followed. A roll-call vote was taken: Howard – yes, Melton – yes, Hohenstein – yes, Coddington – yes, Counts – yes, Eaton – yes. Motion carries 6 to 0.
- B. GENERAL APPROPRIATIONS ACTS RESOLUTION – **MOTION** by Counts, seconded by Eaton, **"TO APPROVE RESOLUTION #05.17.427, ADOPTING THE HOWELL TOWNSHIP GENERAL APPROPRIATIONS ACT, MAY 8, 2017 AS PRESENTED."** Discussion followed. A roll-call vote was

taken: Hohenstein – yes, Howard – yes, Counts – yes, Eaton – yes, Coddington – yes, Melton – yes. Motion carries 6 to 0.

- C. 2017 TAX LEVY – **MOTION** by Counts, seconded by Hohenstein, **“TO APPROVE RESOLUTION #05.17.428, HOWELL TOWNSHIP 2017 TAX LEVY.”** Discussion followed. A roll-call vote was taken: Counts – yes, Coddington – yes, Melton – yes, Hohenstein – yes, Howard – yes, Eaton – yes. Motion carries 6 to 0.
- D. LIFTING FRAME: Treasurer Hohenstein explained that WWTP Manager Livernois has several requests and issues regarding the WWTP. 1) Requesting to construct a lifting frame for the Micro Strainer at the WWTP. Discussion about its usage. The consensus of the Board is to have it researched if it is possible to have one constructed that is multi useable and moveable and then bring this back to the Board. 2) Requesting to purchase a ferric chloride pump. Two pumps stopped working and one of the pumps was replaced and now would like to replace the seconded pump at the cost of \$2,500.00. **MOTION** by Howard, seconded by Counts, **“TO APPROVE THE PURCHASE OF A SECONDED FERRIC CHLORIDE PUMP AS PRESENTED.”** Discussion followed. Motion carried. 3) Would like Board approval for SFI services to repaint the Lab Cupboards at cost of \$1,500.00. **MOTION** by Howard, seconded by Counts, **“TO ACCEPT SFI SERVICES’ BID FOR CUPBOARD PAINTING IF USING EPOXY PAINT, IF NOT, THIS WILL BE BROUGHT BACK TO THE BOARD.”** Discussion followed. Motion carried. 4) Other issues: a) Would like to clean out the lift stations instead of jetting lines. He feels this is a better solution. b) Trying to figure out how to get the non-potable water system hookup to the MHOG water. c) HATCH is happy about the Trans West lift station. They may be expanding their plant. d) Is getting a quote for fixing the pontoon boat at the WWTP and a quote for a new one. e) It has been approved to replace doors at the WWTP so that it is secure.

#### REPORTS:

A. SUPERVISOR:

(Coddington)

- Stated been taking a lot of phone calls and doing follow-ups.

B. TREASURER:

(Hohenstein)

- Reported that the system for clearing checks is not working very well. The bank does have another product that will work better. **MOTION** by Hohenstein, seconded by Melton, **“TO APPROVE THE PURCHASE OF A NEW CHECK SCANNER AT THE COST OF \$600.00.”** Discussion followed. Motion carried.

C. CLERK:

(Deputy Clerk Johnson)

- Explained that Clerk Graham is absent as she is with her ailing mother in North Carolina.
- The shredding company came and took approximately 135 boxes of past retention documents and will securely shred those documents. The Township now has secure shredding bins that will be picked up on a schedule that is yet to be determined.
- Treasurer Hohenstein added that the basement shelves are now in order and it will be easier to pull the past retention boxes/files as they become available.

D. ZONING:

(Prepared by Daus)

- See Land Use Permit Listing.
- E. ASSESSING:  
(Prepared by Assessor Kilpela)
- See report.
- F. FIRE AUTHORITY:  
(Coddington)
- Chief's update.
  - The expansion project is ready to take the planning commission and city of Howell.
- G. MHOG:  
(Howard)
- Status report on acquiring of the easements through the Marion Cross Country Project.
  - Approved pump repairs and transfer switches.
  - Won for the 3<sup>rd</sup> year in a row, "The Regional Best Tasting Water Award".
- H. PLANNING COMMISSION:  
(Counts)
- No meeting.
- I. ZONING BOARD OF APPEALS (ZBA):  
(Howard)
- No meeting
- J. WEBSITE:  
(Counts)
- Will add note to the website indicating what days of the month Township meetings are on. There is a listing of upcoming scheduled dates already on the website.
  - Reported on website's comments from residents.
- K. WWTP:  
(Hohenstein)
- See item under New Business D, Lifting Frame.
- L. HAPRA:  
(Graham)
- No report.

**CALL TO PUBLIC:**

Alex Hansen from Amber Oaks stated that there will be some networking with Elected Officials at the Crystal Gardens, May 18<sup>th</sup> from 5-7:30 p.m.

**DISBURSEMENTS: REGULAR AND CHECK REGISTER:**

**MOTION** by Eaton, seconded by Howard, "TO APPROVE THE REGULAR DISBURSEMENTS THROUGH MAY 3, 2017 AND CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH." Discussion followed. Motion carried.

**ADJOURNMENT: MOTION** by Hohenstein, seconded by Howard, **"TO ADJOURN."** Motion carried. The meeting adjourned 8:42 p.m.

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jean Graham  
Howell Township Clerk

As Presented: \_\_\_\_\_

As Amended: \_\_\_\_\_

As Corrected: \_\_\_\_\_

\_\_\_\_\_  
Mike Coddington  
Howell Township Supervisor

Dated \_\_\_\_\_

Signed: \_\_\_\_\_  
Debby Johnson,  
Recording Secretary



# AGENDA ITEM

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**CORRESPONDENCE**

June 12, 2017

1. **PLANNING & ZONING NEW** – March 2017, April 2017
2. **DELL** – Dell recommends Windows 10 Pro.
3. **AMERICAN FUNDS** – Summary Prospectus Amendment April 2017  
EuroPacific Growth Fund  
New Perspective Fund March 2017  
Smallcap World fund March 2017
4. **DTE** – Natural Gas Pipeline Safety (What You Need to Know)
5. **BLUE CARE NETWORK** - 2016 Annual Report
6. **MHOG** – 2016 Water Quality Report

# AGENDA ITEM

8A



925 W. Grand River Ave.

Howell, Michigan 48843

517.546.0693

517.546.6018 Fax

[www.howellrecreation.org](http://www.howellrecreation.org)

*"Communities coming together to enrich lives by promoting active and healthy lifestyles"*

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

May 31, 2017

Mr. Coddington,

Enclosed is a final draft of the 4<sup>th</sup> Amended Articles of Incorporation for HAPRA. The final draft was approved by the HAPRA Board at their meeting on May 30, 2017.

The approved amendments are indicated with yellow highlighting with the most important changes being on Pages 5 & 6 which addresses the financing of the Authority.

The HAPRA Board is requesting the approval of Howell Township.

Thank you for your consideration of this request and please let me know if you have any questions or comments.

Respectfully,

Paul F. Rogers  
Executive Director  
Howell Area Parks & Recreation Authority

**ARTICLES OF INCORPORATION**  
**HOWELL AREA PARKS AND RECREATION AUTHORITY**  
*Fourth Amended – Proposed 05/30/2017*

ARTICLE I

**NAME AND OFFICE**

The name of the Authority shall be and is the “Howell Area Parks and Recreation Authority”, hereinafter referred to as the “Authority”. The principal office of the Authority shall be located at 925 W. Grand River Avenue, Howell, Michigan or at such other location as may be designated by the Board of the Authority.

ARTICLE II

**DEFINITIONS**

The terms **Authority, Board, Participating Municipalities, Park, Recreational Purposes, Swimming Pool, and Territory of the Authority** as used in these Articles of Incorporation shall be as now or hereafter defined in Section 1 of Michigan Public Act 321 of 2000, as amended (“Act 321”), that being MCL 123.1133, *et seq.* Other terms shall have such meaning as may be specified in the various provisions of these Articles of Incorporation.

ARTICLE III

**PARTICIPATING MUNICIPALITIES AND TERRITORY**

The participating municipalities of the Authority are the City of Howell, and the portions of the Charter Township of Genoa, **Township of Howell, Township of Marion & Township of Oceola** which are contained in the Howell Public School District, in the County of Livingston, Michigan, all of which are hereby designated and referred to in these Articles as the “participating municipalities.” The “territory of the Authority” shall be all of the combined territory of the participating municipalities as stated in this paragraph.

ARTICLE IV

**PURPOSE**

The purpose of the Authority shall be to construct, operate, maintain and/or improve recreational facilities, including, but not limited to, parks, swimming pools, recreation centers, auditoriums and any other facilities authorized by Section 5 of Act 321, to acquire land for recreation purposes authorized by Section 5 of Act 321, and to provide recreational services as authorized by Act 321.

**ARTICLES OF INCORPORATION**  
**HOWELL AREA PARKS AND RECREATION AUTHORITY**  
*Fourth Amended – Proposed 05/30/2017*

ARTICLE V

**POWERS**

The Authority shall be a body corporate with power to sue or be sued in any court in the State of Michigan. Its jurisdiction shall include all of the total territory embraced within the described boundaries of its participating municipalities, as defined in Article III of these Articles, as now constituted or hereafter changed through annexation, detachment, consolidation or change of municipal identity.

The Authority shall possess all of the powers specified in Act 321 and all other laws of the State of Michigan and all the powers necessary to carry out the purposes thereof and those powers incidental thereto. It may acquire property by purchase, lease, grant, gift, devise, land contract or installment purchase contract, either within or outside its corporate limits, and may hold, manage, control, sell (if the assets are owned by the authority), exchange or lease owned property for a system of parks and public recreational facilities including, but not limited to, related buildings, structures, sports fields, apparatus, equipment, pathways, waterways, athletic courts and pools used in connection with the operation of a parks and recreation program. It may acquire, by purchase, lease or otherwise, and succeed to any or all of the rights, obligations and property of the cities or townships, or any parts thereof, toward lands and structures within the territorial limits of the Authority comprising parks and recreational facilities. Upon approval of these Articles of Incorporation, no approval of the electors shall be necessary for the Authority to acquire and/or manage parks and facilities located within or outside the Authority. The Authority may sell or lease owned lands and facilities within or outside the Authority's boundaries. The Authority may exercise all powers in the management and control of Authority property, including the extent of use by persons residing outside the boundaries of the Authority, and in the administration of the Authority, whether such powers are expressly enumerated or not.

ARTICLE VI

**TERM**

The Authority shall continue in existence perpetually or until dissolved by the majority vote of each of the then participating municipalities. A participating municipality shall not withdraw from the Authority during the period for which the Authority has been authorized to levy a tax by the electors of the Authority.

ARTICLE VII

**FISCAL YEAR**

The fiscal year of the Authority shall commence on the first day of January in each year and shall end on the last day of December of the same year.

**ARTICLES OF INCORPORATION**  
**HOWELL AREA PARKS AND RECREATION AUTHORITY**  
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ARTICLE VIII

**GOVERNING BOARD**

The Authority shall be directed and governed by an odd number Board of Trustees, known as the “Howell Area Parks and Recreation Authority Board” and hereinafter sometimes referred to as the “Board,” which shall be made up of one member selected by the governing body of each participating municipality, each of whom shall be an elected official of said participating municipality. Each member of the Board shall qualify by taking the constitutional oath of office and filing it with the clerk of his or her respective participating municipality.

The Recreation Authority Board and the governing body of each participating municipality may appoint an alternate member who shall attend meetings and vote and otherwise act at such meetings in the absence of the member appointed by such governing body. Alternate members must meet the requirements as set forth in this Article VIII.

The Authority shall not employ members of the Board, or members of their immediate families, in any position other than one which is voluntary and unpaid. Each year in December, the board shall elect officers at an organizational meeting including: Chairman, Vice Chairman, Secretary, and Treasurer. Officers shall serve until the organizational meeting of the following year or until their respective successors shall be selected and qualified. No selection to the Authority and no selection of an officer shall be deemed to be invalid because it was not made with or at the time specified in these Articles. Any Board member may be removed at any time for cause or without cause by action of the governing body that selected such member.

ARTICLE IX

**COMPENSATION**

Pursuant to the requirements of Act 321, members of the Authority Board shall not be compensated for their service by the Authority. Each member of the Board shall, however, be entitled to reimbursement for all expenditures made by him or her in carrying out official duties as may be approved by the Board and to the extent authorized by the budget for the Authority for each fiscal year.

ARTICLE X

**VACANCY**

In the event of a vacancy on the Board, the governing body selecting such representative shall fill the vacancy as expediently as possible.

**ARTICLES OF INCORPORATION**  
**HOWELL AREA PARKS AND RECREATION AUTHORITY**  
*Fourth Amended – Proposed 05/30/2017*

ARTICLE XI

**MEETINGS**

Meetings of the Authority shall be held as required and at least quarterly at such time and place as shall be prescribed by resolution of the Board. Each member of the Board shall have one vote. Special meetings of the Board may be called by the Chairperson, or any two (2) members thereof, by written notice to the time, place and purposes thereof, upon each member of the Board, personally, or by leaving it at his or her place of residence at least twenty-four (24) hours prior to the time of such meeting, or by depositing the same in the U.S. Post Office or mail box within the limits of the Authority, at least seventy-two (72) hours prior to the time of such meeting, enclosed in a sealed envelope properly addressed to such member at his or her home address or office address, whichever shall have been designated by the member, with postage fully prepaid. If a member has not designated a mailing address for Board purposes, notice must be mailed to both the member's home and office addresses. Any meeting of the Board shall be held, and any notice therefore shall be given, in accordance with the provisions of Act 267, Public Acts of Michigan, 1976, as amended. (Open Meetings Act.) Any member may waive notice of any special meeting either before or after the holding thereof. At least a majority of the voting members of the Board shall be required for a quorum. The Board shall act by motion or resolution. A vote of the majority of the members of the Board who are present at any meeting, at which a quorum is present, shall be sufficient for passage of any motion or resolution. However, notwithstanding anything herein to the contrary, any vote regarding the annual budget, capital expenditures, projected revenues, projected expenditures, budget and budget amendments, shall only be voted upon by a vote of the majority of the members of the Board, and not the majority which would otherwise constitute a quorum.

The Board shall have the right to adopt rules governing its procedures, which are not in conflict with the terms of any statute of the State of Michigan or of these Articles of Incorporation. The Board shall keep a record of its proceedings, which record shall be signed by the Secretary and open to the public. All votes shall be "Yes," "No" or "Abstain," provided where the vote is unanimous, it shall only be necessary to so state.

ARTICLE XII

**DUTIES OF BOARD AND OFFICERS**

The Chairperson of the Board shall be the presiding officer thereof, and shall be permitted, with the consent of the Board, to appoint committees of the Board as necessary. Except as herein otherwise provided, the Chairperson and Board Members shall not have any executive or administrative functions other than as a member of the Board. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Secretary shall be the recording officer of the Board. The Treasurer shall be the custodian of the funds of the Authority and shall give to it a bond conditioned upon the faithful performance of the duties of his or her office. All money shall be deposited in a bank or banks, to be designated by the Board, and all



**ARTICLES OF INCORPORATION**  
**HOWELL AREA PARKS AND RECREATION AUTHORITY**  
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checks or other forms of withdrawal there from shall follow the approved financial policies as accepted by the Board of Trustees. All authorized signatories shall give a bond conditioned upon the faithful performance of the prescribed duties. The Authority shall pay the cost of the bonds.

ARTICLE XIII

**REVENUE SOURCES, BUDGETING, AND FINANCING THE AUTHORITY**

**Revenue Sources**

The Authority shall have the power to assess and collect fees, rents, tolls, excises, and service charges; to borrow money and issue revenue bonds in accordance with the provisions of Act 94, Public Acts of Michigan, 1933, as amended; to borrow money and issue bonds on the credit of the Authority a sum not to exceed 2 mills of the taxable value of the taxable property within the territory of the Authority for the purpose of acquiring, owning, purchasing, constructing, maintaining or operating a system of parks and recreational facilities or any combination thereof; and to appropriate money annually for Authority purposes and to lay and collect taxes for Authority purposes in a sum not to exceed one (1) mill provided that it is approved in each participating municipality by a vote of the electorate, as provided in Act 321, and to raise revenue by any other levy or bond issuance authorized by Act 321. The term of any bond, note, land contract, installment purchase contract or other borrowed money shall not extend beyond the last day of the fiscal year of a property tax authorized under Article XIII.

**Financing the Authority**

A. **Financial Contribution From Each Participating Municipality Until Millage Election**

Beginning July 1, 2017 the participating municipalities of the City of Howell, Charter Township of Genoa, Township of Howell, Township of Marion and Township of Oceola, will have a top participation contribution funding level of \$ 100,000. Future participating municipalities will have the option of joining the Authority at the top participation contribution funding level at the time of their entry request or the following option where the first year funding level is \$ 50,000. Starting in the second year of participation the lower contribution rate will rise by \$ 25,000; in the third year of participation the lower contribution rate will rise by \$ 25,000; in the fourth year of participation the lower level contribution will become equal to the top participation contribution level.

The top participation contribution level shall remain the same until the lower contribution rate equals the top participation contribution level then all contributions under this formula will raise by the Consumer Price Index for the preceding year beginning with the following fiscal year.

**ARTICLES OF INCORPORATION**  
**HOWELL AREA PARKS AND RECREATION AUTHORITY**  
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Residents of municipalities who participate at the top participation contribution level will be entitled to the lowest resident program fee structure. Residents of future participating municipalities with a first year funding level of \$ 50,000 will be assessed a program fee equaling 50% higher than the resident program fee. Residents of future participating municipalities with a second year funding level of \$ 75,000 will be assessed a program fee equaling 25% higher than the resident program fee. Residents of future participating municipalities with a third year funding level of \$ 100,000 will be assessed a program fee equaling 10% higher than the resident program fee.

Once the participating contribution rates are equalized to the top participation contribution level then all residents of participating municipalities will be charged the same resident program fees. Any resident of a nonparticipating municipality will be generally charged two times the normal program fee. Annual financial contributions shall be invoiced and paid quarterly to the Authority.

It is the intent of the participating municipalities and these Articles that the question of a property tax levy as authorized by Section 11 of Act 321 will be put to the electorate with the earliest date of 2018 or at such subsequent time as the board shall determine. In the event said levy shall be approved, the funding mechanism in subsection B will replace the funding mechanism in this subsection. In the event that the levy is not approved by the voters, or any future renewal of such levy is not approved by the voters, it is the intent of these Articles, without further action being required, that the Authority will dissolve, and said dissolution will be conducted in accordance with Article XV of these Articles, unless two-thirds (2/3rds) of the participating municipalities shall, by resolution of their governing bodies within 90 days of the failure of the millage question, determine that the Authority should continue. In the event that two-thirds of the participating municipalities resolve to continue the Authority, all participating members not so resolving will put the question to their governing bodies and resolve to either continue the Authority or withdraw from the Authority. Any withdrawal shall be conducted in accordance with Article XIV of these Articles. In the event two-thirds, or more, participating members shall elect to continue the Authority following the failure of a millage question, the funding pattern set forth in the first paragraph of this section shall be followed unless and until the remaining participating municipalities amend these Articles to state a new funding mechanism and/or formula.

B. Property Tax Levy

As an alternative to the financial contribution formula in subsection A of this section, the Authority may levy a tax on all taxable property within the territory of the Authority as authorized by Section 11 of Act 321. For so long as the Authority is funded by a levy as authorized by Section 11 of Act 321, the imposition of such a levy shall preclude the Board and/or Authority from requiring any further financial contributions from each participating municipality. Nothing in this paragraph shall be construed as preventing a participating municipality, by action of its governing body, from providing additional contributions to the Authority, for either general or a specific use.

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C. Rollover Funding During Initial Operations

In addition to the above sources, the Authority may, during its first year of operations and additionally until the approval of the Property Tax Levy envisioned by this Article, be funded in part or whole via allocation of funds already designated for recreational activities by the participating municipalities. Any funds allocated directly from any participating municipality under this paragraph shall be credited toward that participating municipality's share under any budgetary computations under paragraph A for the first year or part thereof of operations of the Authority.

Prior to commencement of the Property Tax Levy, the Authority Board shall make arrangements for the management and accounting of the Authority's finances by contract or through internal accounting by one of the participating municipalities.

**Budgeting**

D. Budget Process During Periods Not Funded by Property Tax Levy

For so long as the Authority is not financed by a Property Tax Levy as provided in Section 11 of Act 321 and Article XIII (B) of these articles, the mandates of this paragraph shall apply to the Authority's budgeting process. The Board shall prepare a proposed annual operating and capital budget reflecting the projected revenues and projected expenditures of the Authority for the next fiscal year beginning January 1. The Board shall adopt the proposed budget by a majority vote of the members of the Board in such a manner as to assure submission of the adopted tentative budget to the participating municipalities no later than November 1 of each year. The proposed budget shall provide for contributions from the member municipalities which are not greater than those which would be arrived at using the formula utilized in subparagraph A of this Article. After the approval of the proposed budget by the governing bodies of a two-thirds majority of the participating municipalities, the Board shall give final approval to the Authority budget for the next fiscal year. The budget may be amended from time to time upon approval by the governing bodies of a two-thirds majority of the participating municipalities.

E. Budget Process During Periods Funded by Property Tax Levy

During any period in which the Authority is financed by a Property Tax Levy as provided in Section 11 of Act 321 and Article XIII (B) of these Articles, the mandates of this paragraph shall apply to the Authority's budgeting process, and shall supersede the mandates of paragraph (D) of this Article. The Board shall prepare a proposed annual operating and capital budget reflecting the projected revenues and projected expenditures of the Authority for the next fiscal year beginning January 1. The Board shall adopt the proposed budget by a majority vote of the members of the Board in such a manner as to assure that said budget is approved prior to January 1 of the year it is to commence. The Board's approval by majority vote shall be the final approval required for the budget.

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The budget may be amended from time to time upon approval of a majority of the Board. Nothing in this subsection shall be construed to require a participating municipality to fund the Authority with any general fund monies without the approval of said funding by that participating municipality's governing body, which shall retain the discretion to approve or deny general fund monies to the Authority during the time periods to which this subsection applies. During any period in which the Authority shall cease to be funded by a Property Tax Levy as provided in Section 11 of Act 321 and Article XIII (B) of these Articles, the budget procedure followed shall be that found in Paragraph (D) of this Article, followed shall be that found in Paragraph (D) of this Article, which shall supersede this Paragraph during all such times.

F. Accounting and Budgeting Practices

The accounting and budgeting practices of the Authority shall conform to standard accounting practices, the Uniform Budgeting and Accounting Act, Act 2, Public Acts of Michigan, 1968, as amended, and all other applicable provisions of law.

ARTICLE XIV.

**PARTICIPATING MUNICIPALITY WITHDRAWAL**

A participating municipality shall not withdraw from the Authority during the period that a tax is authorized to be levied by the electors of the Authority.

A participating municipality may withdraw from the Authority, subject to the limitation in the first paragraph of this Article, by resolution of the participating municipality's legislative body approving the withdrawal, a certified copy of the resolution shall be provided to the Board at least six (6) months prior to the beginning of a new fiscal year for the Authority. Such new fiscal year shall serve as the effective date for the withdrawal. Notwithstanding these requirements, any withdrawal occurring pursuant to subsection A of Article XIII shall be deemed to be effective on the last day of the fiscal year, with the only notice requirement being the Authority's receipt of a resolution of withdrawal enacted by the withdrawing member's governing body on or before 90 days prior to the last day of the fiscal year.

A participating municipality that withdraws from the Authority shall remain liable for a proportion of the debts and liabilities of the Authority incurred while the participating municipality was a part of the Authority. The proportion of the Authority's debts for which a participating municipality remains liable as a result of this withdrawal from the Authority shall be determined by dividing the state equalized value of the real property in the participating municipality by the state equalized value of all real property in the Authority on the effective date of the withdrawal.

Any property owned by the Authority, which is in the possession of the withdrawing municipality or in the possession of personnel who will no longer remain with the Authority as a result of the participating municipality's withdrawal from the Authority,

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shall be returned to the Authority before the effective date of the withdrawal. The withdrawing municipality shall not be entitled to the return of any credit for any property or money it transferred to or paid to the Authority prior to the withdrawal.

ARTICLE XV

**DISSOLUTION OF AUTHORITY**

The Authority may be dissolved by the concurring resolution of the governing body of each participating municipality of the Authority at the time of such dissolution, or by operation of subsection A of Article XIII following failure of a millage and subsequent failure of the governing bodies of at least two-thirds of the participating members to resolve to continue the Authority. Prior to dissolution of the Authority any outstanding indebtedness of the Authority, including any bonds issued under Section 21 and/or Section 23 of Act 321 shall be paid. Any assets of the Authority remaining after the payment of any such outstanding indebtedness shall be distributed to the participating municipalities of the Authority at the time of the dissolution based upon each participating municipality's most recent financial contribution to the Authority. Any land, buildings, and/or facilities that were contributed to the Authority by a participating municipality and is maintained, owned, or operated by the Authority shall revert back to the originating municipality. Any land purchased by the authority or donated shall be sold and the proceeds distributed according to the 1) the formula in Article XIII, paragraph A, if the participating municipalities, at the time of dissolution, are directly funding the Authority's budget or 2) according to the formula arrived at by dividing the state equalized value of the real property in each participating municipality by the state equalized value of all real property in the Authority on the effective date of the dissolution. In all instances, the participating municipality in which said real estate is located shall be given the right of first refusal on the purchase of said real estate. In the event of a dissolution following a period of property tax levy by the Authority, any funds obtained via levy, and/or property purchased by such funds, which are subsequently distributed to the participating municipalities pursuant to this Article shall be assigned by the participating municipalities to public purposes consistent with the purposes approved by the electorate for the original levy.

Notwithstanding the above paragraph, in the event that, at the time of dissolution, the Authority is in possession of lands acquired with, or developed with, in whole or in part, grant funds from the Michigan Natural Resources Trust Fund (hereinafter the "MNRTF"), or the Land and Water Conservation Fund (hereinafter the "LWCF"), the following procedure shall control the disposition of said lands. All lands purchased or developed with MNRTF or LWCF funds, in whole or in part, must be maintained as public outdoor recreation land in perpetuity, unless said lands are replaced with land of equivalent fair market value and recreational usefulness, unless said lands, instead of being purchased, are leased for the purpose of developing public outdoor recreation facilities for a period of at least twenty (20) years when assistance is from MNRTF funds or at least twenty-five (25) years when assistance is from LWCF funds. Accordingly, to comply with MNRTF and LWCF mandates in the event of dissolution, the participating

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municipality in which the lands acquired or developed with MNRTF or LWCF funds are located shall assume title and control of said lands, and shall be required to maintain said lands as public outdoor recreation land in perpetuity, or until the expiration of any lease of the lands from any party to the Authority or its successors whose original period was twenty (20) years or longer, whichever is greater, unless said lands are replaced with land of equivalent fair market value and recreational usefulness. All long-term obligations for the maintenance or public recreation land established by any other recreation grant program that may be offered by the Michigan Department of Natural Resources in the future shall similarly be followed should the Authority receive grant assistance from said future grant program. Said lands shall be transferred to the participating municipality in which the lands are located, and said transfer shall not be credited, set-off, or computed against any other allocation under this Article's dissolution procedure, nor shall any credit, computation, or set-off be made in recognition of any maintenance costs associated with said lands.

**ARTICLE XVI**

**EMPLOYEES**

The Board may employ such personnel and employees as it may consider desirable and may retain from time to time the services of attorneys, accountants, and other consultants, as the Board considers necessary to carry out the purpose of the Authority.

The Board shall appoint an Executive Director of Parks and Recreation of the Authority who shall be the chief administrative employee of the Authority, and who shall, as determined by the Board, have sufficient qualifications and experience necessary to serve as the chief administrative officer of the Authority. The Executive Director shall administer the activities conducted and services provided by the Authority on a daily basis as may be more fully determined by the Board. The Executive Director will serve at the pleasure of the Board.

**ARTICLE XVII**

**AUDIT**

The Board shall procure an annual audit, consistent with the requirements of Section 27 of Act 321, to be made of the books, records and financial transactions of the Authority by a certified public accountant. Three copies of the audit report prepared by the certified public accountant shall be furnished to each participating municipality. The books and records of the Authority shall be open for inspection by any participating municipality at all reasonable times.

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ARTICLE XVIII

**STATE, FEDERAL AND PRIVATE GRANTS**

The Authority shall have the power to apply for and accept grants, loans or contributions from the United States of America or any agency or instrumentality thereof, the State of Michigan or other public or private agencies; and to do any and all requirements necessary or desirable to secure such financial or other aid or cooperation in carrying out any of the purposes of Act 321. In the event that any grant, loan or contribution shall require a long term obligation as to the use, maintenance, or operation of a specific piece of property, the approval of the governing body of the participating municipality in which such property is located shall be required prior to the acceptance of the grant, loan, or contribution by the Authority.

ARTICLE XIX

**INVESTMENT**

The Treasurer of the Authority when authorized by a resolution of the Board may invest general funds of the Authority. The board must approve the treasurer's investment policy. Such investment by the Treasurer shall be made in compliance with the laws of the State of Michigan.

ARTICLE XX

**EXEMPTION FROM TAXATION**

The property of the Authority shall be exempt from all taxation and assessments and no writ of attachment or writ of execution shall be levied upon the property of the Authority.

ARTICLE XXI

**PUBLICATION**

These Articles of Incorporation shall be published not less than once in a newspaper generally circulated within the participating municipalities, before they are adopted. The adoption of these Articles of Incorporation by a participating municipality shall be evidenced by an endorsement on these Articles by the clerk of such participating municipality. Upon adoption of these Articles of Incorporation by each of these participating municipalities, a printed copy thereof shall be filed with the Secretary of State.

ARTICLE XXII

**EFFECTIVE DATE**

The Authority shall become effective upon the filing of certified copies of these Articles with the Secretary of State, as provided in the preceding Article.

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ARTICLE XXIII

**AMENDMENTS**

These Articles of Incorporation may be amended at any time so as to permit any county, city, village, township or school district to become a participating municipality of the Authority, if such amendment to the Articles of Incorporation are adopted by the legislative body of such county, city, village, township or school district proposing to become a member, and if such amendment is adopted by the legislative body of each participating municipality of which the Authority is composed. Other amendments may be made to these Articles of Incorporation at any time if adopted by the legislative body of each participating municipality of which the Authority is composed. This requirement shall apply to all amendments to the articles, including those which would otherwise be exempted by paragraph (4) of Section 5 of Act 321. Any such amendment shall be published, endorsed, and certified and printed copies thereof filed in the same manner as the original Articles of Incorporation.

ARTICLE XXIV

**REVERSION OF LEASES OF EXISTING PARK LAND**

In the event that any land leased to the Authority shall, during the Authority's stewardship and lease of said lands, be improved or developed, in whole or in part, with the assistance of Michigan Natural Resources Trust Fund ("MNRTF") and/or Land and Water Conservation Fund ("LWCF") monies, the Authority shall, throughout the Authority's stewardship and lease of the lands, be responsible for maintaining said lands in accordance with all grant requirements attendant to funding under the MNRTF and/or LWCF requirements. In the event of the dissolution of the Authority, or any other termination of the Authority's lease for any reason, the participating municipality which holds title to the lands shall maintain said lands in accordance with all grant requirements attendant to funding under the MNRTF and/or LWCF requirements, in perpetuity for those obligations occurring pursuant to LWCF requirements, and for the entire period of the grant or original lease of the property, whichever is longer, for those obligations occurring under the MNRTF. The requirements of this paragraph shall not be utilized in any way in determining any calculations, credits, or set-offs in regards to any dissolution arrangements under Article XV of these Articles.

ARTICLE XXV

**MISCELLANEOUS**

These Articles of Incorporation may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

The captions in these Articles of Incorporation are for convenience only and shall not be considered as part of these Articles of Incorporation or in any way limiting or amplifying the terms and provisions hereof.



**ARTICLES OF INCORPORATION**  
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These Articles have been adopted by the governing bodies of the: City of Howell, the Charter Township of Genoa, the Township of Howell, the Township of Marion and the Township of Oceola, as set forth in the following endorsements, and in witness whereof the Mayor and City Clerk of the City of Howell, Supervisor and Township Clerk of the Charter Township of Genoa, Supervisor and Township Clerk of the Township of Howell, Supervisor and Township Clerk of the Township of Marion and Supervisor and Township Clerk of the Township of Oceola, have endorsed thereon the statement of such adoption.

\_\_\_\_\_  
Mayor, City of Howell

\_\_\_\_\_  
Clerk, City of Howell

The foregoing Articles of Incorporation were adopted by the City Council of the City of Howell, Livingston County, Michigan, at a meeting duly held on the \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Supervisor, Township of Howell

\_\_\_\_\_  
Clerk, Township of Howell

The foregoing Articles of Incorporation were adopted by the Township Board of the Township of Howell, Livingston County, Michigan, at a meeting duly held on the \_\_\_\_ day of \_\_\_\_\_.

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\_\_\_\_\_  
Supervisor, Township of Genoa

\_\_\_\_\_  
Clerk, Township of Genoa

The foregoing Articles of Incorporation were adopted by the Township Board of the Charter Township of Genoa, Livingston County, Michigan, at a meeting duly held on the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Supervisor, Township of Marion

\_\_\_\_\_  
Clerk, Township of Marion

The foregoing Articles of Incorporation were adopted by the Township Board of the Township of Marion, Livingston County, Michigan, at a meeting duly held on the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Supervisor, Township of Oceola

\_\_\_\_\_  
Clerk, Township of Oceola

The foregoing Articles of Incorporation were adopted by the Township Board of the Township of Oceola, Livingston County, Michigan, at a meeting duly held on the \_\_\_\_\_ day of \_\_\_\_\_.

# AGENDA ITEM

9A

Howell Township  
Waste Water Treatment Plant  
Meeting: May 30, 2017 at 10:00

Attending: Jerry Livernois, Brent Kilpela, Jean Graham, and Jonathan Hohenstein

**April, 2017:** Quarterly mercury testing was completed and came back with no detectible mercury levels. The plant is still waiting for the new operating permit from the State. In July they will have been waiting a year for the new permit. Jerry is still hoping that in the new permit the quarterly mercury testing is removed. The plant is operating well, with increased flow due to Jerry pumping down the lagoons.

**Non-Potable Water System:** All of the bids to get the old system back online were very expensive. Jerry is now working with Brock Mechanical to finalize a plan to prevent cross-contamination to the MHOG water system. The plan will need to be approved by both MHOG and Livingston County before the project would be able to go forward.

**Trans West:** During Kennedy's inspection before starting the replacement of the Trans West lift station it was discovered that there were no by-pass valves in place. With no way to isolate the lift station there would be no way to change over the pumps as the Board approved. Bids are attached for the extra work needed to get this job done, along with extra material bids to be provided by Jerry. Kennedy Ind. has also come up with an alternative solution for this pump station (bid attached.) Kennedy would install the pumps and provide maintenance on the pumps yearly and would replace the pumps every 5 years and amortize the cost of the pumps over the same 5 year period.

**Lift Station #5:** Needs a new A/C unit. Current A/C unit has failed and overheating is a concern. Bid attached.

**Asset Evaluation Report:** The report has been completed and Jerry will be at the next Board meeting to give an overview. Brent, Jane and I will be using this report to do a sewer rate audit to try and determine if the sewer rate needs to be changed to meet the sewer plant's needs.

Respectfully submitted,

Jonathan Hohenstein  
Howell Township Treasurer

## Wastewater Treatment

- A total of 11.544 million gallons of wastewater was received and treated through the wastewater treatment facility during the month of April, 2017.
- Total daily effluent flows averaged .385 MGD, which is 51% of the design hydraulic capacity of the treatment facility. Total daily influent BOD load averaged 610 lbs/day, which is 43% of the design organic load.

Permit Parameter	Influent	Effluent	April Permit Limits
Carbonaceous BOD (mg/L)	195 mg/L	NA	Max. 7 Day Avg: NA mg/l
		1.6	Max 30 Day Avg: 12 mg/L
		3.3	Max Daily: 18 mg/L
		5.7	Max 7 Day Avg: 110 lbs
		10.6	Max 30 Day Avg: 75 lbs
		NA	Min % Removal: NA %
Suspended Solids (mg/L)	292 mg/L	4.5	Max. 7 Day Avg: 45 mg/L
		2.3	Max 30 Day Avg: 30 mg/L
		17.5	Max 7 Day Avg: 280 lbs
		8.1	Max 30 Day Avg: 190 lbs
		98.9%	Min % Removal: 85%
Total Phosphorus (mg/L)	4.55 mg/L	0.4	Max. Mo. Avg: 0.5 mg/L
		0.9	Max. Mon. Avg: 3.1 lbs
			Max lb/Month: NA lbs
			% Removal NA %
Ammonia Nitrogen (mg/L)	21.8 mg/L	0.1	Max 30 Day Avg: N/A mg/l
		1.3	Max Daily: 5.4 mg/L
		2.1	Max 7 Day Avg: 34 lbs
		0.5	Max 30 Day Avg: N/A lbs
		N/A	% Removal NA %
Fecal Coliform (cts/100mL)	NA	189	Max 7 Day Avg: 400 cts/100 ml
		8	Max 30 Day Avg: 200 cts/100 ml
Dissolved Oxygen (mg/L)	NA	7.8	Daily Min: 7.0 mg/L
pH (standard units)	7.2	6.9	Daily Min: 6.5 su
		7.4	Daily Max: 9.0 su

## Regulatory Matters

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

Quarterly Mercury testing completed for April with no detectible Mercury levels.

## Health and Safety

- No accidents occurred in April.

## Collection System Issues

- 80 requests for Miss Dig in April

## Maintenance

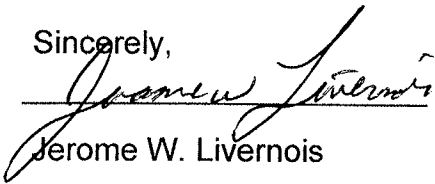
- 29 work orders were completed in April.

## Land Application Program

- No biosolids were hauled from the facility in April, 2017.

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@stservices.com

Howell Township Wastewater Treatment Plant & Lift Stations  
 NPDES Permit Number MI0055727

Capital Repair/Improvement Projects Report Revised  
 April-17

Project	Priority high	Description of Problem	Recommended Solution	Estimated Cost	Recommended Target Date	Status	Notes
East Lagoon Dike Liner Repair	1 (2014)	A significant amount of liner is exposed from erosion & muskrat damage near the waters edge (200 ft plus)	First control muskrat population by licensed trapping. Second, hire contractor to cover exposed liner with soil, stone, and vegetation.	\$6,450 budget price per quote from Green-Up Landscape	Spring - Summer 2016	Completed November 2016	Todd's Landscaping completed project during the first wee of November 2016.
Tooley Lift Station Repair	1 (2016)	Lift station is currently inoperable due to failure of pump control system. Station needs repaired prior to the completion of the new senior citizens center under construction on Burkhardt Road.	Replace pump control system with a new transducer and PLC	\$5,260 budget price from Kennedy Industries to replace controls with new transducer and PLC.	Prior to Completion of Senior Center	Completed December 1st, 2016	Kennedy industries completed work. Remote access to lift station operable.
Trans West Lift Station	2 (2014)	Lift station is in poor condition. This station is critical to the system and has a high risk of failure due to equipment age. Expect high repair costs on annual basis until replaced.	Though a project to completely replace the lift station should be considered for some time in the future, modification to the existing station can be made to accommodate current and near future capacity requirements.	\$232,250 - 286,000 budget price per Spicer Engineering	Within the next 3 months	Modifications are in progress to improve reliability and performance of the lift station in it's current location.	Currently working with Kennedy Industries to convert the lift station from an above ground centrifugal pump to a submersible pump configuration. Material cost is \$101,500.00 with a \$23,500 labor budget. Though this may not preclude the need for a complete new lift station including the wet well, allowances have been made to upgrade the station to larger capacity pumps in the future should the need arise.
Replace U.V. Disinfection system	2017	Age of equipment has called into question reliability. Critical to operations. Condition and Performance are poor	Replacement	\$165,000.00	2017	Open	As a result of recent asset assessment it has been evaluated that this system is critical to operations and could cause compliance issues if not addressed.
Biolac Diffuser Replacement Project	2017	Biolac diffusers/membranes should be routinely inspected and replaced on an as needed basis. Many of the diffusers are older than their 5-7 year expected life. Existing floatation raft that was provided with the plant is not adequate to mitigate the safety hazards associated with performing the activity in house. Without the correct equipment to access the diffusers with on site staff, a contractor will be needed to replace diffusers at a much higher one time cost.	We recommend the Township consider the purchase of a specialized raft that can be used to safely access the Biolac diffusers for periodic inspection and replacement. We will pull up all the diffusers over a three year period to inspect and replace as needed with the use of the raft.	\$30,000.00	2017	open	recommended from recent asset evaluation

Howell Township Wastewater Treatment Plant & Lift Stations  
 NPDES Permit Number MI0055727

Capital Repair/Improvement Projects Report Revised  
 April-17

Project	Priority	Description of Problem	Recommended Solution	Estimated Cost	Recommended Target Date	Status	Notes
Complete rehabilitation of Sand Filter System	2017	This system has been struggling along for some time. Currently only two of the five cells are functional.	Restoration	\$200,000.00- \$300,000.00	2017	open	
Non Potable Water System Improvement	2017	The plant nonpotable water system does not work. Existing system will not function as intended. Nonpotable system is needed for wash down water at individual plant processes, to maintain good housekeeping, and to provide water for the grit removal and solids screening units.	Engineer to design new system	unknown	2017	open	Recent breakdown and repair of the influent microstrainer suggests that this system is more critical to component life expectancy than initially thought. Currently two options are being looked at as a solution. 1.) Cross connect the system with the city water supply using proper backflow prevention. 2.) Installation of some type of priming system to allow the current pumps to operate.
Refurbish final clarifiers.	2017	Age and condition	Refurbish	\$240,000.00	2017	Open	As a result of recent asset assessment it has been evaluated that this system is critical to operations and could cause compliance issues if not addressed.
Purchase Pontoon Boat for Bio-lac System Maintenance	2017	Current method inefficient and unsafe.	Purchase or modify current Barge	\$13,000.00	2017	open	Seeking quotes for both modification or replacement of current Barge.
Repair replace lab fume hood.	2017	Does not evacuate air sufficiently	Repair	\$10,000.00	2017	open	Recently had the fan repaired and are awaiting testing.
Replace Ammonia and Ph meter.	2017	Age. Critical for permit compliance.	Replace	\$3,500.00	2017	open	Used daily for State reporting requirements
Replace #1 Plant Recycle Pump	2017	Pump has failed. Currently operation with one pump.	Repair or Replace	\$2,200.00	2017	open	Pump has been removed and is currently at Universal Pump for evaluation if it can be repaired.
Replace #4 Blower Motor	2017	Motor was removed and used to replace the #2 Blower Motor after it failed.	Replace	\$11,160.00	2017	open	Required by permit to have all equipment operational.



## Jonathan Hohenstein

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**From:** Livernois, Jerome <Jerome.Livernois@stservices.com>  
**Sent:** Tuesday, May 23, 2017 8:00 AM  
**To:** Jonathan Hohenstein; Brent Kilpela  
**Cc:** Miller, Thomas  
**Subject:** Lift station #5

Good Morning,

Yesterday the level monitor at lift station #5 failed. Kennedy industries was able to locate a used monitor and install it last night. the station is running nominally now however consideration should be given to replacing this monitor to a new and different type. Currently the station uses a ultrasonic level detector and parts for it are now not readily available. I would recommend a pressure transducer for replacement before this winter.

Thanks

Jerry

Jerome W. Livernois  
Plant Manager  
Operating Services US  
Howell Township MI  
1222 Packard drive  
Howell, MI 48843  
PH (517) 546-5767  
FAX (517) 546-3283  
CELL (517) 719-7486  
E-mail [jerome.livernois@stservices.com](mailto:jerome.livernois@stservices.com)  
[www.severntrentseVICES.com](http://www.severntrentseVICES.com)

## Jonathan Hohenstein

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**From:** Livernois, Jerome <Jerome.Livernois@stservices.com>  
**Sent:** Thursday, May 18, 2017 8:05 AM  
**To:** Jonathan Hohenstein; Brent Kilpela  
**Cc:** Miller, Thomas  
**Subject:** Trans West and Lift station #5  
**Attachments:** Trans west plus 1.pdf; Labor quote for trans west installation.pdf; Kennedy Trans West Quote.pdf; air conditioner for lift #5.pdf

Good Morning All,

In preparation for installing new pumps and controls at the Trans West lift station, it was discovered that there was no means of isolating the lift station from the forced main discharge line to the treatment plant. Though the station was designed and constructed with bypass capability, the means of isolating the wet well from the rest of the system used the valves that can as part of the pumping assembly which needs to be removed for installation of the new pumps and controls. Therefore, an isolation valve would need to be installed outside the lift station wet well in order to allow for bypass operations during demolition and construction of the new pumps. The additional cost of this valve would put the project significantly over budget. There is an option that would reduce the initial outlay of capital to get the station converted, however, it would require an annual fee for the lift station. I have attached copies of the proposals. I have been looking at this for a couple days and to be honest, it sounds and looks good but I have never worked with anything like this before.

In other news, we have been experiencing some problems at the #5 Lift Station on Oak Grove road with the Variable frequency drives. For the past few weeks these drives have faulted for no apparent reason and they take quite some time to reset. This of course causes a high water level condition at the station that operators have to respond to. I have had Kennedy Industries and Crampton electric look at these and they can find nothing out of specification with drives and I have contacted DTE to see if there has been activity on the main power supply that would be causing power fluctuations or transients with no anomalies being reported. The consensus is that the drives are overheating. At the end of last summer the cooling unit for the lift station failed and it was thought that there would be enough natural circulation along with fans that the enclosure for the controls would stay sufficiently cooled for operations. It is possible that this is not the case. I have attached a quote for a direct replacement on the cooling unit and recommend we order it.

Thanks  
Jerry

Jerome W. Livernois  
Plant Manager  
Operating Services US  
Howell Township MI  
1222 Packard drive  
Howell, MI 48843  
PH (517) 546-5767  
FAX (517) 546-3283  
CELL (517) 719-7486  
E-mail [jerome.livernois@stservices.com](mailto:jerome.livernois@stservices.com)  
[www.severntrentsevices.com](http://www.severntrentsevices.com)



QUOTATION		
DATE	NUMBER	PAGE
5/16/2017	79766	1 of 1

B HOW201  
 I HOWELL TOWNSHIP  
 L 3525 BYRON RD  
 L HOWELL, MI 48855  
 T  
 O

Accepted By: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

PO#: \_\_\_\_\_

ATTENTION:  
 JERRY LIVERNOIS P: 517-719-7486 jerome.livernois@stservices.com

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO #	JOB #	JOB TITLE	SLP	SHIPPING TYPE
PO TO FOLLOW	79766	INDUSTRIAL PARK STATION, HOWELL TOWNSHIP	CJH / NJH	FRT. ALLOWED

QTY	DESCRIPTION
-----	-------------

- (2) GUIDE RAIL SYSTEMS WITH 4" DISCHARGE ELBOWS, STAINLESS STEEL GUIDE RAILS, UPPER BRACKETS, LIFTING CHAIN AND QUICK LINKS. (20' LENGTHS)
- (1) INTRINSICALLY SAFE DUPLEX CONTROL PANEL IN NEMA 3R PAINTED STEEL ENCLOSURE WITH ALUMINUM INNER DOOR. COMPLETE WITH UNITRONICS PROGRAMMABLE LOGIC CONTROLLER, MOTOR STARTERS, CIRCUIT BREAKERS, ALTERNATOR, TRANSFORMER, H-O-A SWITCHES, SEAL FAIL/HIGH TEMPERATURE RELAYS, ELAPSED TIME METERS, PHASE MONITOR, SURGE ARRESTOR, RUN LIGHTS, PANEL HEATER AND ALARM LIGHT WITH HORN.
- (1) KISM SCADA TO INCLUDE PROGRAMMING, ANTENNA, MODEM, START-UP, AND 1 YEAR SERVICE.
- (1) PUMPCON ABOVE GRADE, PREFABRICATED FIBERGLASS VALVE HOUSE WITH 2 SETS OF ACCESS DOORS AND POLYMER CONCRETE BASE WITH INTEGRAL WET WELL ALUMINUM HATCH WITH SAFETY GRATE. COMPLETE WITH ALL 6" DI PIPING AND FITTINGS IN HOUSE AND WET WELL TO 3' OUTSIDE OF WET WELL WITH LINKSEALS ON ALL PIPE PENETRATIONS, PRESSURE GAUGE ON DISCHARGE LINE, PVC WET WELL VENT WITH SCREEN AND EXPLOSION PROOF HEATER, INTERIOR AND EXTERIOR SERVICE LIGHT, VENT FAN AND THERMOSTAT.
- (3) DEZURIK 6" PLUG VALVES, FLANGED, CAST IRON BODY, GRIT EXCLUDERS, INTERIOR/EXTERIOR COATING AND LEVER OPERATOR.
- (2) APCO 6" RUBBER FLAPPER CHECK VALVES, FLANGED.
- (1) PRESSURE TRANSDUCER WITH 50 FT. CABLE.
- (2) FLOAT SWITCHES WITH 50' CABLE AND STAINLESS STEEL SUPPORT BRACKET.
- (1) START-UP ASSISTANCE.

NET PRICE INCLUDING FREIGHT, BUT NO TAXES: --- \$ 65,236.00 TOTAL

ADD TO SUPPLY:

- (1) KENNEDY PLUS 1 PROGRAM TO INCLUDE (2) EXPLOSION PROOF SUBMERSIBLE PUMPS RATED FOR 500 GPM @ 64' TDH, 14 HP, 3 PHASE, 460 VOLT WITH 4" DISCHARGE AND 50 FT. MOTOR AND SENSOR CABLES. PUMPS EQUIPPED WITH SEAL FAIL/HIGH TEMP CABLES.

-PLUS ONE PROGRAM ENROLLMENT INCLUDES INSTALLATION OF PUMPS, ANNUAL PREVENTITIVE MAINTENANCE OF PUMPS, 100% PUMP WARRANTY INCLUDING LABOR, REMOVAL AND INSTALLATION OF NEW PUMP UPON THE 60 MONTH OF SERVICE.

PLUS 1 PROGRAM ANNUAL SERVICE: --- \$3,626.00 EACH (\$7,252.00 TOTAL FOR 2 PUMP)

*After 5 yrs - get two new pumps*

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions and Customer Warranty available at [www.kennedyind.com](http://www.kennedyind.com) which will be provided by mail upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

**CREDIT CARD ORDERS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE  
 NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL**

P.O. Box 930079 Wixom, MI 48393 ♦ 4925 Holtz Dr, Wixom, MI 48393 ♦ Phone: 248-684-1200 ♦ Fax: 248-684-6011

**www.KennedyInd.com**



BUDGETARY		
DATE	NUMBER	PAGE
4/5/2017	79766	1 of 2

B HOW201  
 I HOWELL TOWNSHIP  
 L 3525 BYRON RD  
 L HOWELL, MI 48855  
 T  
 O

Accepted By: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

PO#: \_\_\_\_\_

ATTENTION:  
 JERRY LIVERNOIS P: 517-719-7486 jerome.livernois@stservices.com

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO #	JOB #	JOB TITLE	SLP	SHIPPING TYPE
BUDGET	79766	INDUSTRIAL PARK STATION, HOWELL TOWNSHIP	CKW / NJH	FRT. ALLOWED

QTY	DESCRIPTION
-----	-------------

- (2) FLYGT EXPLOSION PROOF, SUBMERSIBLE SEWAGE PUMPS, MODEL NP3153.830-465 WITH HIGH CHROME IMPELLER AND INSERT RINGS. RATED FOR 500 GPM @ 64' TDH, 14 HP, 3 PHASE, 460 VOLT WITH 4" DISCHARGE AND 50 FT. MOTOR AND SENSOR CABLES. PUMPS EQUIPPED WITH SEAL FAIL/HIGH TEMP CABLES.
- (2) GUIDE RAIL SYSTEMS WITH 4" DISCHARGE ELBOWS, STAINLESS STEEL GUIDE RAILS, UPPER BRACKETS, LIFTING CHAIN AND QUICK LINKS. (20' LENGTHS)
- (1) INTRINSICALLY SAFE DUPLEX CONTROL PANEL IN NEMA 3R PAINTED STEEL ENCLOSURE WITH ALUMINUM INNER DOOR. COMPLETE WITH UNITRONICS PROGRAMMABLE LOGIC CONTROLLER, MOTOR STARTERS, CIRCUIT BREAKERS, ALTERNATOR, TRANSFORMER, H-O-A SWITCHES, SEAL FAIL/HIGH TEMPERATURE RELAYS, ELAPSED TIME METERS, PHASE MONITOR, SURGE ARRESTOR, RUN LIGHTS, PANEL HEATER AND ALARM LIGHT WITH HORN.
- (1) KISM SCADA TO INCLUDE PROGRAMMING, ANTENNA, MODEM, START-UP, AND 1 YEAR SERVICE.
- (1) PUMPCON ABOVE GRADE, PREFABRICATED FIBERGLASS VALVE HOUSE WITH 2 SETS OF ACCESS DOORS AND POLYMER CONCRETE BASE WITH INTEGRAL WET WELL ALUMINUM HATCH WITH SAFETY GRATE. COMPLETE WITH ALL 6" DI PIPING AND FITTINGS IN HOUSE AND WET WELL TO 3' OUTSIDE OF WET WELL WITH LINKSEALS ON ALL PIPE PENETRATIONS, PRESSURE GAUGE ON DISCHARGE LINE, PVC WET WELL VENT WITH SCREEN AND EXPLOSION PROOF HEATER, INTERIOR AND EXTERIOR SERVICE LIGHT, VENT FAN AND THERMOSTAT.
- (3) DEZURIK 6" PLUG VALVES, FLANGED, CAST IRON BODY, GRIT EXCLUDERS, INTERIOR/EXTERIOR COATING AND LEVER OPERATOR.
- (2) APCO 6" RUBBER FLAPPER CHECK VALVES, FLANGED.
- (1) PRESSURE TRANSDUCER WITH 50 FT. CABLE.
- (2) FLOAT SWITCHES WITH 50' CABLE AND STAINLESS STEEL SUPPORT BRACKET.
- (1) START-UP ASSISTANCE.

NET BUDGET PRICE INCLUDING FREIGHT, BUT NO TAXES: --- \$ 101,500.00 TOTAL

\*\*\*\*\*

Kennedy Industries Inc.

BUDGETARY		
DATE	NUMBER	PAGE
4/5/2017	79766	2 of 2

QTY	DESCRIPTION
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WE DO NOT INCLUDE: INSTALLATION, CONCRETE OR SITE WORK, ANCHOR BOLTS, PIPING, & VALVES OUTSIDE VALVE HOUSE, CONDUIT, WIRING, JUNCTION BOXES, PADLOCKS OR KEYS.

WE APPRECIATE THIS OPPORTUNITY AND LOOK FORWARD TO BEING OF FUTURE SERVICE.

SINCERELY,

NICK HEINTZ / CINDY WOODARD  
KENNEDY INDUSTRIES

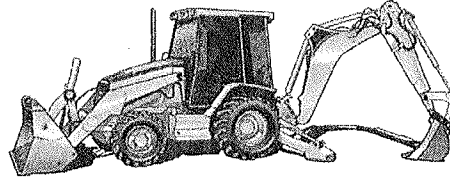
This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions and Customer Warranty available at [www.kennedyind.com](http://www.kennedyind.com) which will be provided by mail upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

**CREDIT CARD ORDERS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE**  
**NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL**

P.O. Box 930079 Wixom, MI 48393 ♦ 4925 Holtz Dr, Wixom, MI 48393 ♦ Phone: 248-684-1200 ♦ Fax: 248-684-6011

**[www.KennedyInd.com](http://www.KennedyInd.com)**

**WALDORF & SONS, INC.**  
 9118 N. DORT HWY  
 MT MORRIS, MI 48458  
 Phone # (810) 564-5000  
 Fax # (810) 564-5005  
 office@waldorfansonsinc.com



# Estimate

Date	Estimate #
5/11/2017	5574

<b>Name / Address</b>
Howell Township 3525 Byron rd Howell, Mi 48855

<b>Job Address</b>
1034 Austin Ct, Howell Twp

Customer Phone

<b>Project Manager</b>
CTL

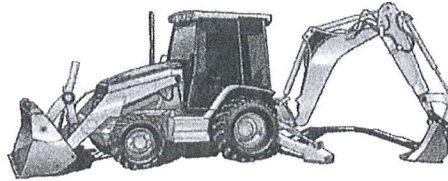
Description	Total
Remove existing Smith and Loveless Vacuum Lift Station and Suction Piping at 1034 Austin Ct, Howell Mi. Pour new concrete leveling course in wet well bottom. Install new pre packaged Pump Con Station Module Furnished by others. Install new Flygt pumps, pump bases, guide Rails (furnished by others), Discharge piping, Stainless steel Anchor bolts, and misc fittings as required. Install electrical to new control panel and perform start up of station. Bypass pump, mainline plug and related equipment for project duration is also included. This assumes bypass riser and related valves are in proper sequence and in operable condition.	24,850.00

Payment Due on Completion	<b>NO VERBAL CONTRACTS</b> Any changes to contract must be in writing and signed	<b>Total</b>	<b>\$24,850.00</b>
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By signing you also agree to  
 Terms and Conditions on  
 reverse side  
 Estimate good for 30 days

Waldorf & Son's Representative \_\_\_\_\_  
 Customer Signature \_\_\_\_\_

**WALDORF & SONS, INC.**  
 9118 N. DORT HWY  
 MT MORRIS, MI 48458  
 Phone # (810) 564-5000  
 Fax # (810) 564-5005  
 office@waldorfandsonsinc.com



# Estimate

Date	Estimate #
5/11/2017	5572

<b>Name / Address</b>
Howell Township 3525 Byron rd Howell, Mi 48855

<b>Job Address</b>
1034 Austin Ct, Howell Twp

Customer Phone

<b>Project Manager</b>
CTL

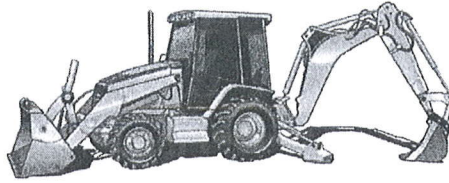
Description	Total
Excavate and install 10" Valve and Box on existing Force main for Bypass  Price Reflects Work to be done during pump station rehab Pump and Haul trucks to be furnished by others during Valve installation  <i>if done at same time as other exec. work.</i>	5,250.00

THIS IS NOT A BILL	NO VERBAL CONTRACTS Any changes to contract must be in writing and signed	<b>Total</b>	<b>\$5,250.00</b>
--------------------	--	--------------	-------------------

By signing you also agree to  
 Terms and Conditions on  
 reverse side  
 Estimate good for 30 days

Waldorf & Son's Representative \_\_\_\_\_  
 Customer Signature \_\_\_\_\_

WALDORF & SONS, INC.  
 9118 N. DORT HWY  
 MT MORRIS, MI 48458  
 Phone # (810) 564-5000  
 Fax # (810) 564-5005  
 office@waldorfandsonsinc.com



# Estimate

Date	Estimate #
5/11/2017	5573

Name / Address
Howell Township 3525 Byron rd Howell, Mi 48855

Job Address
1034 Austin Ct, Howell Twp

Customer Phone

Project Manager
CTL

Description	Total
Excavate and install 10" Valve and Box on existing Force main for Bypass	7,500.00
Price Reflects Mobilization for work to be done pre pump station rehab.	
* Pump and Haul trucks to be furnished by others during valve installation	
<i>if done at diff. time than other work.</i>	
<i>+ cost of renting by-pass pump for ≈ 1 week.</i> <i>+ purchase of valve!</i> <i>+ pumping &amp; hauling for ≈ 1/2 day while valve installed.</i>	
<b>THIS IS NOT A BILL</b>	<b>NO VERBAL CONTRACTS</b> Any changes to contract must be in writing and signed
<b>Total</b>	<b>\$7,500.00</b>

To be provided by Serrif

By signing you also agree to Terms and Conditions on reverse side
Estimate good for 30 days

Waldorf & Son's Representative \_\_\_\_\_

Customer Signature \_\_\_\_\_





# AGENDA ITEM

9B

**Jonathan Hohenstein**

---

**From:** Livernois, Jerome <Jerome.Livernois@stservices.com>  
**Sent:** Tuesday, May 9, 2017 12:18 PM  
**To:** Jonathan Hohenstein  
**Subject:** Re: WWTP

Jonathon,

That is great to hear. The painter is definitely using an epoxy paint. As far as the lifting frame is concerned we only had him spec out one that would be mounted in place. There is a movable gantry here that we have used elsewhere in the plant and there is another small hoist for a couple of other pumps but to make a rig that is usable everywhere or anywhere else would be more expensive and I don't think it would be of much value. The only other place where some type of rigging ability would be beneficial is in the blower room. The gantry we have now works in there about as good as any thing movable can due to the amount of interference, so another movable rig wouldn't help.

Thanks

Jerry

Jerome W. Livernois  
Plant Manager  
Operating Services US  
Howell Township MI  
1222 Packard drive  
Howell, MI 48843  
PH (517) 546-5767  
FAX (517) 546-3283  
CELL (517) 719-7486  
E-mail [jerome.livernois@stservices.com](mailto:jerome.livernois@stservices.com)  
[www.severntrentsevice.com](http://www.severntrentsevice.com)

---

**From:** Jonathan Hohenstein <treasurer@howelltownshipmi.org>  
**Sent:** Tuesday, May 9, 2017 11:28:36 AM  
**To:** Livernois, Jerome  
**Cc:** Brent Kilpela; Jean Graham  
**Subject:** WWTP

Jerry,

The Board approved the purchase of another Ferric pump.

The Board wanted to know if the micro-strainer lift could be made to be moveable, so that it could be used for other things around the plant? The Board approved SFI services to repaint the lab cupboards as long as they are using epoxy. It did not state in their bid what type of paint they were using.

Thanks,  
Jonathan

Howell Township Treasurer  
[treasurer@howelltownshipmi.org](mailto:treasurer@howelltownshipmi.org)  
517-546-2817

## Jean Graham

---

**From:** Jonathan Hohenstein  
**Sent:** Thursday, April 13, 2017 2:37 PM  
**To:** Jean Graham; Debby Johnson  
**Subject:** FW: Lifting frame  
**Attachments:** Estimate\_1010\_from\_Tefft\_Welding\_and\_Fabricating.pdf

Please add this email and attachment to the next Board meeting.

Thanks,  
Jonathan

**From:** Livernois, Jerome [mailto:Jerome.Livernois@stservices.com]  
**Sent:** Tuesday, April 11, 2017 11:06 AM  
**To:** Brent Kilpela <assessor@howelltownshipmi.org>; Jonathan Hohenstein <treasurer@howelltownshipmi.org>  
**Subject:** Lifting frame

Good Morning All,

Attached is a quote from Teft Welding to construct a lifting frame for the Micro Strainer which we just finished putting back together. This frame would allow us to be able to lift it out of the channel and inspect a couple times a year. I think it is a good idea to do. Also He will come over this week or next to look at our pontoon boat for modification. As luck would have it, he does all the work for Wonderland Marina on pontoons there.

By the way did I send over the invoice from them for the repair to the strainer basket? They would like to know if there is any thing else you need from them.

Thanks  
Jerry

Jerome W. Livernois  
Plant Manager  
Operating Services US  
Howell Township MI  
1222 Packard drive  
Howell, MI 48843  
PH (517) 546-5767  
FAX (517) 546-3283  
CELL (517) 719-7486  
E-mail [jerome.livernois@stservices.com](mailto:jerome.livernois@stservices.com)  
[www.severntrentsevices.com](http://www.severntrentsevices.com)

**Tefft Welding and Fabricating**

1020 Woodhaven Rd.  
Howell, MI 48855 US  
517-294-0508  
darriantefft@gmail.com

**Estimate**

ADDRESS  
Severn Trent Services

SHIP TO  
Severn Trent Services

ESTIMATE #	DATE
1010	04/06/2017

**P.O. NUMBER**

Quote For Lift

ACTIVITY	QTY	RATE	AMOUNT
<b>Metals</b> Steel 3x3" square tube and I beam to fabricate lifting frame	1	496.88	496.88
<b>Parts</b> Chain hoist 2 ton capacity	1	72.50	72.50
<b>Parts</b> Trolley to mount chain hoist to beam	1	96.50	96.50
<b>labor</b> Labor to create a lift frame for auger	9	75.00	675.00
<b>labor</b> Labor to install lift frame	3	75.00	225.00
<b>labor:delivery</b> delivery of fabricated parts	1	0.00	0.00

TOTAL **\$1,565.88**

Accepted By

Accepted Date

# AGENDA ITEM

9C

SUBDIVISION: \_\_\_\_\_

# PROPOSAL

## ALAN'S ASPHALT MAINTENANCE, INC.



P.O. Box 354  
Hamburg, MI 48139

(810) 231-1867

Fax (810) 220-2825

E-mail: info@alansasphalt.com  
Website: www.alansasphalt.com

DATE 17 May 2017 EST. BY Wes

NAME Howell Township

C/O Carol Makushik

ADDRESS 3525 Byron Rd  
Howell, MI 48855

(H.) \_\_\_\_\_ (W.) 517-546-2817x101

EMAIL office@howelltownshipmi.org (C.) \_\_\_\_\_

SERVICE **BEYOND** the SURFACE

DIRECTIONS \_\_\_\_\_

### Sealcoating

Sealcoating will consist of edging and cleaning of entire surface, a 1 or 2 coat application of Black Diamond Coal Tar Free Asphalt Sealer with Rubberized Additive and Silica Sand.

1 coat       2 coats

Approx Sq. Ft. X      \$ X

### Hot Rubber Crack Filling

Crack filling will include cleaning of all debris from cracks and filling cracks with hot rubber crack filler. Crack filling does not include filling broken or crumbled areas.

Notes Fill all  
cracks

Approx. 760 ft. of cracks to be filled.

\$ 418-

Notes \_\_\_\_\_

RECEIVED

MAY 18 2017

HOWELL TOWNSHIP

**TOTAL** \$ 418-

Estimator's Signature [Signature]

Note: This proposal may be withdrawn by Alan's Asphalt Maintenance, Inc. if not accepted within 30 days.

### Acceptance of Proposal

Signature \_\_\_\_\_ Date \_\_\_\_\_

The price and specifications are hereby accepted. Alan's Asphalt Maintenance is authorized to perform the work as specified. Payment for services rendered will be made upon completion of work. 1.5% per month (18% per annum) will be charged on all over due invoices. I have read and accept the general conditions on the back side of this form.

NOTE: Sprinkler system must be off 24 hours prior to the start of work and kept off 24 hours after work is completed. Cars must be moved from area to be sealcoated prior to the commencement of work and kept off for 24 hours after completion of work. Do not apply any granular lawn fertilizer the week before having the driveway sealcoated. Driveway must be free of heavy weeds, moss, etc., and must be treated with herbicide/moss killer 7-10 days prior to commencing work.

## General Conditions

### Approval:

This proposal will not be binding upon the Contractor until the Purchaser's signed acceptance has been received and countersigned by an officer of Contractor.

**Alan's Asphalt Maintenance, Inc. cannot guarantee seal coating on driveways that have areas of standing water or receive little or no sunlight. Seal coating needs sunlight to cure properly. Seal coating is not a leveling product. Holes, pitting, cracks, depressions, etc., will still be visible after application. Water with high iron/mineral content will stain freshly sealed surfaces.**

### Cessation of Performance:

If Purchaser does not abide by the payment terms set forth herein, Contractor reserves the right to stop or suspend work until proper payment is received. Contractor shall provide Purchaser with seven (7) days written notice of its intention to stop or suspend work. Contractor shall return to work upon receipt of proper payment, but Purchaser shall, nevertheless, be responsible for all costs of shut-down, delay, and start-up.

### Permits:

Purchaser shall obtain and pay for any and all permits or assessments required for the performance of the designated work.

### Property Lines:

The Purchaser shall be responsible for establishing, designating, marking and staking all property lines. In the event Contractor's work results in a trespass or damage to the property of an adjoining landowner, Purchaser shall nevertheless remain obligated to pay Contractor for the work performed. Purchaser agrees to indemnify, defend and hold Contractor harmless for any damage to the property of an adjoining landowner occasioned by Purchaser's incorrect designation of property lines.

### Underground Structures:

The Purchaser shall be responsible for providing Contractor with actual notice of the existence and location of all underground structures as well as utility, phone and irrigation lines, etc., which might be encountered by Contractor in the performance of its work. Contractor shall be deemed to have actual notice of the existence of only those structures and their corresponding locations as specifically identified in this proposal. If Contractor subsequently determines that the identity or location of an underground structures identified in this Contract varies from that identified by Purchaser, any extra cost occasioned thereby in moving, protecting or covering the same, or otherwise, shall be borne by the Purchaser. Purchaser agrees to indemnify, defend and hold Contractor harmless for any damage to an underground structure, and any consequential damages arising therefrom, occasioned by Purchaser's failure to so indemnify said underground structure.

### Site Conditions:

Purchaser shall be responsible for any environmental problems encountered during the course of, or as a result of, the performance of this contract. In the event Contractor encounters material known by the Contractor to be hazardous, Purchaser shall be notified promptly and work shall be halted. Purchaser is responsible for providing Contractor with all site information, and Contractor shall rely on this information as being accurate when performing its work. Purchaser shall indemnify, defend and hold Contractor harmless for any claims or damages arising out of the release or disposal of any hazardous materials or waste associated with the performance of the Contract.

### Hidden Objects:

Contractor shall not be responsible for removing hidden objects encountered during the performance of its work. Any costs associated with the removal and disposal of such hidden objects shall be borne solely by the Purchaser.

### Zoning Requirements:

Contractor shall not be responsible for determining whether Purchaser has the legal right or authority to pave the property which is the subject of this contract. In the event it is determined that Contractor's work violates an ordinance, zoning regulation or other law, the Purchaser shall, nevertheless, be obligated to pay for the work performed hereunder.

### Estimated Quantities:

Purchaser acknowledges that quantities and area referred to in this proposal are approximate and were arrived at for estimating purposes only. Purchaser will be invoiced, and payment is to be made, on the actual quantities of work completed and actual areas covered unless otherwise indicated.

### Material Storage:

Contractor shall complete the work within a reasonable time period but shall not be liable for delays beyond the control of the Contractor.

### Entire Agreement:

The Contract constitutes the entire agreement between Purchaser and Contractor; any prior understanding, representation, terms conditions or undertakings of any kind preceding the date of this Contract shall not be binding on either party except to the extent incorporated in this Contract.

### Changes:

Any modification of this agreement or additional obligation assumed by either party in connection with this agreement shall be binding only if in writing signed by each party of an authorized representative of each party.

### Severability:

It is understood and agreed by the parties that if any part, term or provision of this Contract is held by a court to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term, or provision held to be invalid.

### No Waiver:

The failure of either party to this agreement to insist on the performance of any of the terms and conditions of this agreement, or the waiver of any breach of any of the terms and conditions of this agreement, shall not be construed as thereafter waiving any terms and conditions, but the same shall continue to remain in full force and effect as if no such forbearance or waiver had occurred.

### Governing Law:

It is mutually understood and agreed that this Contract shall be governed by the laws of the State of Michigan, both as to interpretation and performance.

### Arbitration:

Any controversy, claim or dispute arising out of or relating to this Contract, or the breach thereof, shall be decided by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction. In the event that arbitration becomes necessary, the arbitration shall be conducted by a single arbitrator.

### Clause Headings:

The clause headings appearing in this agreement have been inserted for the purpose of convenience and ready reference. They do not purport to, and shall not be deemed to, define, limit or extend the scope or intent of the clauses to which they pertain.





**INDUSTRIAL COMMERCIAL STRIPING**  
**54000 Grand River**  
**New Hudson, MI 48165**  
**877.361.4400**

# Estimate

Date	Estimate #
5/22/2017	1041

Name / Address
Howell Township Carol Makushik 3525 Byron Road Howell, MI 48855

Job Location

Project

Description	Qty	U/M	Rate	Total
Parking Lot Crackfill, Restripe and Sealcoat  Option 1 - Crackfill Only Crackfill parking lot - 850'  Option 2 Crackfill & Restripe: - Crackfill - \$550.00 - Restripe - \$350.00 Total \$900.00  Option 3 - Sealcoat & Restripe - Sealcoat & Crackfill \$2400.00 - Restripe \$350.00 Total \$2,750.00	1		550.00	550.00
<b>RECEIVED</b>			<b>Total</b>	550.00

MAY 22 2017

HOWELL TOWNSHIP

Web Site
www.icstriping.com



M.D.O.T. PREQUALIFIED

Proposal Submitted To: <b>Howell Township</b>		Date: <b>May 24, 2017</b>	Estimate No.: <b>13024</b>
Attn: <b>Carol Makoshik</b>		Email: <b>office@howelltownshipmi.org</b>	
Property Name: <b>Township Hall Parking Lot</b>		Job Name: <b>Howell Twp Parking Lot Hot Rubber Crack Fill</b>	
Address: <b>3525 Byron Rd, Howell, MI 48855</b>		Job Address: <b>3525 Byron Rd, Howell, MI 48855</b>	
Architect: <b>N/A</b>	Date Of Plans: <b>N/A</b>	Phone: <b>517-546-2817(Ext: 101)</b>	

We Propose hereby to furnish material and labor - complete in accordance with specifications below.

All work terms and conditions are bound by the attached General Conditions. All agreements contingent upon strikes, accidents, weather or delays beyond our control. Any deviation from specifications requested by the Owner shall become an extra charge. All work shall be carried out in a workmanlike manner. Any warranty does not cover gasoline or oil spills, kickstand or tire marks, cracks, tree root cracks, reflective cracks, small water depressions and settling. The owner consents and agrees to pay Allied as described in the attached general conditions.

Authorized Signature Ken Frenger (248-640-5043)

Note: This proposal may be withdrawn by us if not accepted within 30 days.

We here by submit specifications and estimates for:

**SCOPE OF WORK**

**Hot Rubber Crack / Joint Fill, Approximately 692 LF**

- Clean out cracks 3/16"- 3/4" wide that are to be sealed.
- Provide overbanding method hot rubber crack filling.
- Cracks shall be sealed as specified and the sealing material will be well bonded to the existing pavement.
- Clean up and remove all associated crack filling work debris.

**Total all above base bid hot rubber crack filling \$780.00**

Above prices do not include barricades, permit, layout, bonds, inspection fees, concrete flatwork, landscaping, or signs. All restoration by others. Proposal is based on working in one phase, unless stated otherwise above, additional phasing at extra cost. The work areas must be clear of all cars prior to our arrival. A clear ingress and egress must be provided at all times during construction. Prices above are based on work being performed during normal weekday hours. Price reflects machine paving only, patching and handwork extra unless specifically stated otherwise above. Work is bid for the summer of the proposal year only, please note that we are expecting material cost fluctuations. Therefore, work completed after the normal paving season (until generally September 30th of the proposal year) is subject to a price increase.

RECEIVED

JUN 01 2017

HOWELL TOWNSHIP

# AGENDA ITEM

9D

Proposal for Software and Services, Presented to...

Howell Township, Livingston County MI

April 27, 2017

Quoted by: Dan J. Burns, CPA



*Thank you for the opportunity to quote our software and services.*

*At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.*

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software  
14965 Abbey Lane Bath MI 48808  
(855) BSA-SOFT / fax (517) 641-8960  
bsasoftware.com

## Contents

*Please return all pages, retaining a copy for your records.*

Cost Summary; Totals.....	3, 4, 5
Annual Service Fees.....	6
Optional Items.....	7
Acceptance.....	8
Contact Information.....	9

## Attachments

*Please retain for your records.*

Hardware Requirements  
SQL Server Pricing



## Cost Summary

*Application and Annual Service Fee prices based on an approximate population of 5,679. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing.*

*Prices subject to change if the actual count is significantly different than the estimated count.*

### Applications, New Purchase

Building Department .NET **\$5,640**

### Database Setup

Building Department (per database) **\$2,550**

### Project Management and Implementation Planning

**Services include:**

- *Analyzing customer processes to ensure all critical components are addressed.*
- *Creating and managing the project schedule in accordance with the customer's existing processes and needs.*
- *Planning and scheduling training around any planned process changes included in the project plan.*
- *Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.*
- *Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.*
- *Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.*
- *Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).*

**\$2,550**

## Implementation and Training

- \$850/day
- Days quoted are estimates; you are billed for actual days used

### Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days: 1		<b>\$850</b>
Building Department .NET	Days: 3		<b>\$2,550</b>
	Total: 4	Subtotal	<b>\$3,400</b>



## Cost Totals

*Not including Annual Service Fees*

Applications	\$5,640
Database Setup	\$2,550
Project Management and Implementation Planning	\$2,550
Implementation and Training	\$3,400

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<b>Total Proposed</b>	<b>\$14,140</b>
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<b>Travel Expenses</b>	<b>\$355</b>
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<b>Grand Total (with Travel Expenses)</b>	<b>\$14,495</b>
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## Payment Schedule

- 1<sup>st</sup> Payment: **\$5,100** to be invoiced upon execution of this agreement.
- 2<sup>nd</sup> Payment: **\$5,640** to be invoiced at start of training.
- 3<sup>rd</sup> Payment: **\$3,755** to be invoiced upon completion of training.



## Annual Service Fees, New Purchases

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

Building Department .NET	\$1,130
--------------------------	---------



## Optional Item(s)

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### Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- ˘ custom payment import/lock box import
- ˘ custom OCR scan-line
- ˘ custom journal export to an outside accounting system
- ˘ custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

---

### Additional Training - Building Department Report Designer

Most of our Building Department customers heavily use our Report Designer, which is included free with the program. Report Designer Training is not included in the training quoted on this proposal and is highly recommended. You may attend a class at our office in Bath Township, or we can train at your location. Report Designer Training is typically completed in one day.

Please check the option you are interested in. Report Designer Training will be scheduled after successful implementation and training of your Building Department software.

- Classroom training, \$205/person/day
- On-site training (unlimited attendees), \$850/day, travel not included

# Acceptance

## Signature constitutes...

1. An order for products and services as quoted  
*Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation*
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

---

Signature

Date

**BS&A PLEDGE.** We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

## Returning Accepted Proposal to BS&A

*Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:*

Mail: BS&A Software  
14965 Abbey Lane  
Bath, MI 48808

Fax: (517) 641-8960

Email: [dburns@bsasoftware.com](mailto:dburns@bsasoftware.com)

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

## Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

### Key Contact for Implementation and Project Management

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone/Fax \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

### IT Contact

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone/Fax \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

# AGENDA ITEM

9E



MICHIGAN TOWNSHIPS ASSOCIATION

Dear Township Board:

The Michigan Townships Association is again encouraging every township board to deliberate on and adopt the enclosed Principles of Governance. MTA members throughout the state have enthusiastically embraced these Principles as their own code of conduct, and the MTA Board urges you to reaffirm, or adopt for the first time, these Principles of Governance as an official policy of your township board.

Our objective in promulgating Principles of Governance for our members is straightforward: Township boards can be much more efficient and effective when there is a high degree of trust among board members, and between the board and those whom they are elected to serve. Township boards earn trust by demonstrating their commitment to effectively solving problems and conducting their business in a manner consistent with their community's expectations and values—and then faithfully delivering on those commitments.

The MTA Board of Directors affirms in our mission and values statements that township government embodies efficient, effective, economical, ethical and accountable local government in Michigan. The Principles of Governance embody these core values, and can guide board members toward consistent actions and deeds that reflect well on the township and on themselves. The MTA Board strongly believes that a township board that publicly adopts and adheres to these Principles will enjoy strong public support and be better positioned to achieve great things on behalf of its residents.

As a key part of our collective commitment to fostering efficient and effective township government that has earned the public's trust, the MTA Board invites your board to affirm and practice the enclosed Principles of Governance through formal ratification at a board meeting. By signing this certificate, board members denote their personal pledges to adhere to the Principles. Following board action, we encourage you to frame and proudly post the document in a prominent place for all to see.

Sincerely,

Diane Randall  
2017 MTA President

RECEIVED

MAY 30 2017

HOWELL TOWNSHIP

# Howell Township

## Principles of Governance

To maintain the highest standards and traditions of Michigan townships, we embrace these principles to guide our stewardship, deliberations and constituent services as we commit to safeguard our community's health, safety and general welfare.

We pledge to:

- Insist on the highest standards of ethical conduct by all who act on behalf of this township
- Bring credit, honor and dignity to our public offices through collegial board deliberations, and diligent, appropriate responses to constituent concerns
- Actively pursue education and knowledge, and embrace best practices
- Treat all persons with dignity, respect and impartiality, without prejudice or discrimination
- Practice openness and transparency in our decisions and actions
- Cooperate in all reasonable ways with other governmental entities and consider the impact our decisions may have outside our township's borders
- Communicate to the public township issues, challenges and successes, and welcome the active involvement of stakeholders to further the township's well-being
- Strive for compliance with all state and federal statutory requirements
- Refuse to participate in any decisions or activities for personal gain, at the expense of the best interests of the township
- Further the understanding of the obligations and responsibilities of American citizenship, democratic government and freedom

These principles we pledge to our township, our state, and our country.

\_\_\_\_\_  
*Mike Coddington, Supervisor*

\_\_\_\_\_  
*Matthew Counts, Trustee*

\_\_\_\_\_  
*Jean Graham, Clerk*

\_\_\_\_\_  
*Carolyn Eaton, Trustee*

\_\_\_\_\_  
*Jonathan Hohenstein, Treasurer*

\_\_\_\_\_  
*Dar Howard, Trustee*



MICHIGAN TOWNSHIPS ASSOCIATION

\_\_\_\_\_  
*Harold Melton, Trustee*

\_\_\_\_\_  
Date

# AGENDA ITEM

9G





**Township of Howell  
County of Livingston, State of Michigan**

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY**

**June 12, 2017**

**TREASURER**

**06.17.**

WHEREAS, the Township Board of the Township of Howell, County of Livingston, State of Michigan (the "Township"), at a regular board meeting held after the budget meeting June 12, 2017 at 6:30 p.m. at 3525 Byron Road, Howell MI.

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting; the salary for officers composing the township board shall be determined by the township board.

BE IT RESOLVED, that as of 1<sup>st</sup> day of July, 2017 the salary of the Treasurer shall be as follows:

Treasurer \$                    fixed annual salary and \$ 60.00 per diem for subsequent meetings after attending the first meeting effective July 1<sup>st</sup>, 2017.

I further certify that the following Members were present at said meeting: Coddington, Eaton, Hohenstein, Counts, Melton, Howard and Graham

and that the following Members were absent: None.

I further certify that Member                    moved for adoption of said resolution and that Member supported said motion.

Roll call vote:

---

Jean Graham - Township Clerk

**Township of Howell  
County of Livingston, State of Michigan**

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY  
CLERK**

**June 12, 2017**

**06.17.**

WHEREAS, the Township Board of the Township of Howell, County of Livingston, State of Michigan (the "Township"), at a regular board meeting held after the budget meeting June 12, 2017 at 6:30 p.m. at 3525 Byron Road, Howell MI.

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting; the salary for officers composing the township board shall be determined by the township board.

BE IT RESOLVED, that as of 1<sup>st</sup> day of July, 2017 the salary of the Clerk shall be as follows:

Clerk \$                      fixed annual salary and \$ 60.00 per diem for subsequent meetings after attending the first meeting effective July 1<sup>st</sup>, 2017

I further certify that the following Members were present at said meeting: Coddington, Eaton, Hohenstein, Counts, Melton, Howard and Graham

and that the following Members were absent: None.

I further certify that Member Howard moved for adoption of said resolution and that Member Hohenstein supported said motion.

Roll call vote:

\_\_\_\_\_  
Jean Graham - Township Clerk

**Township of Howell  
County of Livingston, State of Michigan**

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY  
TRUSTEE**

**June 12, 2017**

**06.17.**

WHEREAS, the Township Board of the Township of Howell, County of Livingston, State of Michigan (the "Township"), at a regular board meeting held after the budget meeting June 12, 2017 at 6:30 p.m. at 3525 Byron Road, Howell MI.

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting; the salary for officers composing the township board shall be determined by the township board.

BE IT RESOLVED, that as of 1<sup>st</sup> day of July, 2017 the salary of the Trustees shall be as follows:

Trustees \$            fixed annual salary and \$ \$60.00 per diem for subsequent meetings after attending the first meeting effective July 1<sup>st</sup>, 2017

I further certify that the following Members were present at said meeting: Coddington, Eaton, Hohenstein, Counts, Melton, Howard and Graham

and that the following Members were absent: None

I further certify that Member Hohenstein moved for adoption of said resolution and that Member Howard supported said motion.

Roll Call:

\_\_\_\_\_  
Jean Graham - Township Clerk

# AGENDA ITEM

10D

# HOWELL TOWNSHIP

## LAND USE PERMIT MAY 2017

<u>NO.</u>	<u>NAME</u>	<u>ISSUED</u>	<u>PARCEL ID</u>	<u>PERMIT TYPE</u>	<u>PROPERTY ADDRESS</u>	<u>FEF</u>
17059	BUTLER DENNIS & Y	05/23/2017	4706-06-400-038	NEW HOME	5497 FLEMING	75
17060	NANCE G GUADALUP	05/23/2017	4706-27-304-061	REROOF	2626 TRAILWOOD CT	20
17061	JONES ROBERT W A	05/23/2017	4706-13-301-138	FENCE	358 SUNBURY DRIVE	50
17058	CRAWFORD BROTHE	05/18/2017	4706-29-400-015	REMODELING	1385 N BURKHART	250
17057	ARNOLD BRUCE AND	05/17/2017	4706-14-100-013	REROOF	1588 WOODHAVEN	20
17054	YOUNGS MICHAEL &	05/16/2017	4706-29-301-078	WINDOWS	999 STONEHEDGE	20
17055	WESTVIEW CAPITAL	05/16/2017	4706-13-301-182	NEW HOME	3695 AMBER OAKS DRIVE	75
17056	TANGER PROPRTIE	05/16/2017	4706-29-400-008	SIGN	1475 N BURKHART	225
17053	CALTABIANO JONAT	05/15/2017	4706-13-301-204	FENCE	3594 AMBER OAKS DRIVE	50
17052	ARMOR PROTECTIVE	05/11/2017	4706-29-200-031	ADDITION	1551 N BURKHART	250
17051	CARTER JEFFREY A &	05/09/2017	4706-03-200-022	REROOF	2115 W ALLEN	20
17046	TANGER PROPRTIE	05/08/2017	4706-29-400-008	SIGN	1475 N BURKHART	225
17048	O'CONNELL PATRICI	05/08/2017	4706-15-100-042	REROOF	4101 BYRON	20
17047	DEL POZO KATHERII	05/08/2017	4706-03-100-014	PORCH / DECK	5781 BYRON	50
17049	BAKE KATHERIN	05/08/2017	4706-19-300-010	REROOF	5563 LAYTON	20
17050	PARKER TIMOTHY C	05/08/2017	4706-24-101-005	PORCH / DECK	2610 OAK GROVE RD	50
17045	DAGUE RYAN AND F	05/04/2017	4706-33-100-008	WINDOWS	500 N BURKHART	20
17042	BUDD BRIAN L	05/03/2017	4706-15-100-033	REROOF	3980 BYRON	20
17043	MUNGER PAUL E & L	05/03/2017	4706-13-100-030	REROOF	165 E BARRON	20
17041	BUCHMAN TIMOTHY	05/01/2017	4706-24-102-017	PORCH / DECK	90 CASTLEWOOD	50

# AGENDA ITEM

10E

# Monthly Activity Report for May 2017 – Assessing Dept/Brent Kilpela

**MTT UPDATE:**

**7-Eleven v Howell Township:** Pre-hearing general call will be January 2018.

**Burkhart Ridge v Howell Township:** Pre-hearing general call will be in November of 2017.

**SMALL CLAIMS TRIBUNAL:**

**Shirley Vaccaro v Howell Township:** Hearing date set for August 9<sup>th</sup> 2017.

**ASSESSING OFFICE:**

**ASSESSOR:** The State Tax Commission has changed the sales studies dates for the two year study. The two year study was to have run from October 1, 2015 through September 30, 2017. The new sales period runs from April 1, 2015 through March 31, 2017. This means that most of the workload can be done through the summer and fall months instead of December. Assisting Field Inspector with field work. Working on the July Board of Review Docket. Registered for continuing education classes. The State Tax Commission has changed the required continuing education from 16 hours to 20 hours per year for recertification.

**JOE DAUS, FIELD INSPECTOR:** Completing Section 27 of the Township.

**OTHER:** Completed payroll and bank reconciliations for Clerk while she attended family matters. Attended Wastewater Treatment Plant meetings. Went through Wastewater Infrastructure Asset Analysis Report.



# AGENDA ITEM

13

**Howell Township**  
**Invoice and Check Registers**

*As of 6/7/2017*

INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

06/01/2017 09:47 AM  
 User: BRENT KILPELA  
 DB: Howell Twp

Inv Num	Vendor Description	Inv Ref#	GL Distribution	Inv Date	Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4/25/2017	JULIUS DAUS III			04/25/2017		05/15/2017	128.94	0.00	Paid	Y 04/25/2017
15325	ZONING MILEAGE									
	101-402-860.00		ZONING MILEAGE & EXPENSES				128.94			
5/1/2017	LIVINGSTON COUNTY TREASURER			05/01/2017		05/15/2017	96.00	0.00	Paid	Y 05/01/2017
15326	APRIL DOG LICENSES									
	701-000-238.00		TRUST DUE TO COUNTY DOG LICENSE				96.00			
1066	BROCK-HILL MECHANICAL, LLC			04/04/2017		05/04/2017	493.00	0.00	Paid	Y 05/01/2017
15327	WWTTP SERVICE CALL-BACKFLOW									
	590-442-801.00		WWTTP CONTRACTED SVCS EXPENSE				493.00			
17-1270	LAKESIDE EQUIPMENT CORP.			04/19/2017		05/19/2017	240.00	0.00	Paid	Y 05/01/2017
15328	NOZZLE ASSEMBLY									
	590-442-956.00		WWTTP MISCELLANEOUS EXPENSE				240.00			
29	MHOG			04/27/2017		05/27/2017	91,791.84	0.00	Paid	Y 05/01/2017
15329	JAN, FEB, MAR. WATER CONSUMPTION									
	590-441-803.00		UTILITY BILLING WATER EXPENSE				91,791.84			
517540696304	AT&T			04/22/2017		05/11/2017	44.53	0.00	Paid	Y 05/01/2017
15330	517 540-6963 FOR MAY 2017									
	590-442-850.00		WWTTP TELEPHONE EXPENSE				44.53			
517540124104	AT&T			04/22/2017		05/11/2017	50.57	0.00	Paid	Y 05/01/2017
15331	517 540-1241 FOR MAY 2017									
	590-442-850.00		WWTTP TELEPHONE EXPENSE				50.57			
517546349604	AT&T			04/22/2017		05/11/2017	226.17	0.00	Paid	Y 05/01/2017
15332	517 546-3496 FOR MAY 2017									
	590-442-850.00		WWTTP TELEPHONE EXPENSE				226.17			
517546516004	AT&T			04/22/2017		05/11/2017	49.75	0.00	Paid	Y 05/01/2017
15333	517 546-5160 FOR MAY 2017									
	590-442-850.00		WWTTP TELEPHONE EXPENSE				49.75			
517540695204	AT&T			04/22/2017		05/11/2017	45.23	0.00	Paid	Y 05/01/2017
15334	517 540-6952 FOR MAY 2017									
	590-442-850.00		WWTTP TELEPHONE EXPENSE				45.23			

User: BRENT KILPELA DB: Howell Twp

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
517540694704	AT&T	04/22/2017	05/11/2017	45.68	0.00	Paid	Y 05/01/2017
15335	517 540-6947 FOR MAY 2017	BRENT KILPELA					
	590-442-850.00	WWTP TELEPHONE EXPENSE		45.68			
150560912	AT&T	04/19/2017	05/09/2017	59.60	0.00	Paid	Y 05/01/2017
15336	WWTP INTERNET	BRENT KILPELA					
	590-442-850.00	WWTP TELEPHONE EXPENSE		59.60			
4/22/17	COMCAST	04/22/2017	05/13/2017	341.05	0.00	Paid	Y 05/01/2017
15337	TWP HALL TELEPHONE MAY 2017	BRENT KILPELA					
	101-265-850.00	TWP HALL TELEPHONE EXPENSE		341.05			
231	WYLIE SOFT WATER	04/06/2017	05/15/2017	140.46	0.00	Paid	Y 05/01/2017
15338	WATER SOFTENER REPAIR	BRENT KILPELA					
	101-265-930.00	TWP HALL GROUND EQUIP REPAIR EXPENSE		140.46			
76401	MASTER MEDIA	04/24/2017	05/24/2017	221.37	0.00	Paid	Y 05/01/2017
15339	INK CARTRIDGES	BRENT KILPELA					
	101-265-727.01	TWP HALL OFFICE SUPPLIES EXPENSE		221.37			
2689	COMPLETE OUTDOOR SERVICES, INC.	05/01/2017	05/15/2017	571.75	0.00	Paid	Y 05/01/2017
15340	CEMETERY MAINT. (1 OF 8)	BRENT KILPELA					
	101-276-931.00	GROUND CARE & MAINT.		571.75			
8335	OUDBIER INSTRUMENT CO	04/19/2017	05/19/2017	537.10	0.00	Paid	Y 05/04/2017
15341	CALIBRATE FLOW METERS	BRENT KILPELA					
	590-442-801.00	WWTP CONTRACTED SVCS EXPENSE		537.10			
5/3/2017	LIV CO MONIC CLERKS ASSOC	05/03/2017	06/15/2017	20.00	0.00	Paid	Y 05/04/2017
15342	CLERK DUES	BRENT KILPELA					
	101-000-123.00	GEN FUND PREPAID EXPENSES		20.00			
111847	BS&A SOFTWARE	05/01/2017	05/31/2017	1,003.00	0.00	Paid	Y 05/04/2017
15343	TAX SYSTEM MAINT RENEWAL	BRENT KILPELA					
	101-000-123.00	GEN FUND PREPAID EXPENSES		1,003.00			
34075	CULVER EXCAVATING INC	04/20/2017	05/20/2017	71,333.28	0.00	Paid	Y 05/04/2017
15344	WARNER ROAD REPAIR	BRENT KILPELA					
	204-000-801.00	ROAD IMPROVEMENT EXPENSE		71,333.28			

User: BRENT KILPELA

DB: Howell Twp

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

01154							
15345	MICHIGAN ASSOCIATION OF PLANNING	04/20/2017	06/30/2017	480.00	0.00	Paid	Y
	PLANNING DUES	BRENT KILPELA					05/04/2017
	101-000-123.00	GEN FUND PREPAID EXPENSES		480.00			

5/1/2017							
15346	CAREFREE MAINTENANCE CO.	05/01/2017	05/04/2017	230.00	0.00	Paid	Y
	APRIL CLEANING	BRENT KILPELA					05/04/2017
	101-265-775.00	TWP HALL OFFICE CLEANING & MAINT EXPENS		230.00			

200380059563							
15347	DTE ENERGY	05/02/2017	06/12/2017	350.46	0.00	Paid	Y
	STREETLIGHTS	BRENT KILPELA					05/04/2017
	101-268-920.00	TWP AT LARGE STREETLIGHT EXPENSE		350.46			

241612							
15348	USA BLUEBOOK	04/25/2017	05/25/2017	408.36	0.00	Paid	Y
	FILTER ELEMENT PAPER	BRENT KILPELA					05/04/2017
	590-442-956.00	WMTP MISCELLANEOUS EXPENSE		408.36			

244393							
15349	USA BLUEBOOK	04/27/2017	05/27/2017	306.25	0.00	Paid	Y
	DIGITAL TOTALIZER	BRENT KILPELA					05/04/2017
	590-442-956.00	WMTP MISCELLANEOUS EXPENSE		306.25			

206877934451							
15350	CONSUMERS ENERGY	05/01/2017	05/24/2017	26.22	0.00	Paid	Y
	391 N BURKHART ROAD MAY 2017	BRENT KILPELA					05/04/2017
	590-442-922.00	WMTP NATURAL GAS EXPENSE		26.22			

19596							
15351	SEVERN TRENT	05/01/2017	05/31/2017	24,396.48	0.00	Paid	Y
	WMTP MAINT. MAY 2017	BRENT KILPELA					05/04/2017
	590-442-801.00	WMTP CONTRACTED SVCS EXPENSE		24,396.48			

5/4/2017							
15352	LIVINGSTON COUNTY TREASURER	05/04/2017	05/04/2017	750.00	0.00	Paid	Y
	MOBILE HOME FEES APRIL 2017	BRENT KILPELA					05/04/2017
	701-000-239.00	TRUST MOBILE HOME TAX PAYABLE		750.00			

5/8/2017							
15353	LCAA	05/08/2017	05/31/2017	10.00	0.00	Paid	Y
	CAROL MAKUSHIK REGULAR MEMBERSHIP	BRENT KILPELA					05/08/2017
	101-000-123.00	GEN FUND PREPAID EXPENSES		10.00			

5/8/2017							
15354	LCAA	05/08/2017	05/30/2017	10.00	0.00	Paid	Y
	BRENT KILPELA REGULAR MEMBERSHIP	BRENT KILPELA					05/08/2017
	101-000-123.00	GEN FUND PREPAID EXPENSES		10.00			

User: BRENT KILPELA

DB: Howell Twp

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

203140474513	CONSUMERS ENERGY	05/02/2017	05/25/2017	195.55	0.00	Paid	Y
15355	TWP HALL MAY 2017	BRENT KILPELA					05/08/2017
	101-265-922.00			195.55			
	TWP HALL NATURAL GAS EXPENSE						

36719	FAHEY SCHULTZ BURZYCH RHODES	05/02/2017	06/02/2017	361.00	0.00	Paid	Y
15356	7-ELEVEN, INC. (2016)	BRENT KILPELA					05/08/2017
	101-209-801.00			361.00			
	ASSESSING LEGAL (CONTRACT SVC) EXPENSE						

36720	FAHEY SCHULTZ BURZYCH RHODES	05/02/2017	06/02/2017	285.00	0.00	Paid	Y
15357	BURKHARDT RIDGE, LLC	BRENT KILPELA					05/08/2017
	101-209-801.00			285.00			
	ASSESSING LEGAL (CONTRACT SVC) EXPENSE						

36721	FAHEY SCHULTZ BURZYCH RHODES	05/02/2017	06/02/2017	323.00	0.00	Paid	Y
15358	GENERAL	BRENT KILPELA					05/08/2017
	101-265-801.01			323.00			
	TWP HALL LEGAL EXPENSE						

36722	FAHEY SCHULTZ BURZYCH RHODES	05/02/2017	06/02/2017	38.00	0.00	Paid	Y
15359	LUCY ROAD-ORDINANCE ENFORCEMENT	BRENT KILPELA					05/08/2017
	101-268-801.01			38.00			
	TWP AT LARGE LEGAL EXPENSE						

36723	FAHEY SCHULTZ BURZYCH RHODES	05/02/2017	06/02/2017	114.00	0.00	Paid	Y
15360	RAINBOW	BRENT KILPELA					05/08/2017
	592-852-801.01			114.00			
	SWR/WTR 8 LEGAL EXPENSE						

203763418584	CONSUMERS ENERGY	05/02/2017	05/25/2017	234.09	0.00	Paid	Y
15361	1222 PACKARD DR. MAY 2017	BRENT KILPELA					05/08/2017
	590-442-922.00			234.09			
	WWTW NATURAL GAS EXPENSE						

3206	DUSTIN SHARPE	05/08/2017	05/09/2017	1,242.50	0.00	Paid	Y
15362	TWP HALL SNOW DETAIL	BRENT KILPELA					05/09/2017
	101-265-932.00			1,242.50			
	TWP HALL SNOW REMOVAL EXPENSE						

3205	DUSTIN SHARPE	05/08/2017	05/09/2017	4,322.70	0.00	Paid	Y
15363	ANNUAL GROUNDS CARE	BRENT KILPELA					05/09/2017
	101-265-931.00			3,152.70			
	592-852-956.00			1,170.00			
	SWR/WTR 8 MISCELLANEOUS EXPENSE						

203407485281	CONSUMERS ENERGY	05/02/2017	05/26/2017	29.26	0.00	Paid	Y
15364	2571 OAK GROVE MAY 2017	BRENT KILPELA					05/09/2017
	590-442-922.00			29.26			
	WWTW NATURAL GAS EXPENSE						

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Inv Ref#	Description	Entered By					
	GL Distribution						

5/2/2017	DTE ENERGY		05/02/2017	167.02	0.00	Paid	Y
15365	1009 N BURKHART MAY 2017	BRENT KILPELA	05/26/2017	167.02	0.00	Paid	05/09/2017
	590-442-920.00	WTWP ELECTRICITY EXPENSE					

517548561904	AT&T		04/28/2017	41.49	0.00	Paid	Y
15366	517 548-5619 FOR MAY 2017	BRENT KILPELA	05/19/2017	41.49	0.00	Paid	05/09/2017
	590-442-850.00	WTWP TELEPHONE EXPENSE					

517548388804	AT&T		04/28/2017	70.14	0.00	Paid	Y
15367	517 548-3888 FOR MAY 2017	BRENT KILPELA	05/19/2017	70.14	0.00	Paid	05/09/2017
	590-442-850.00	WTWP TELEPHONE EXPENSE					

006-39875	CUMMINS BRIDGEWAY, LLC		05/02/2017	862.40	0.00	Paid	Y
15368	GENERATOR MAINTENANCE 1034 AUSTIN	BRENT KILPELA	06/02/2017	862.40	0.00	Paid	05/09/2017
	590-442-801.00	WTWP CONTRACTED SVCS EXPENSE					

725304865	CINTAS CORPORATION #725		05/10/2017	53.09	0.00	Paid	Y
15369	BLUE MATS	BRENT KILPELA	06/10/2017	53.09	0.00	Paid	05/10/2017
	101-265-775.00	TWP HALL OFFICE CLEANING & MAINT EXPENS					

185637	SPICER GROUP		04/25/2017	3,340.80	0.00	Paid	Y
15370	BREWER MEADOWS PLAN REVIEW	BRENT KILPELA	05/25/2017	3,340.80	0.00	Paid	05/10/2017
	101-000-203.11	ENG ESCROW REF BREWER ROAD LLC					

5/2/2017	LIVINGSSTON COUNTY TREASURER		05/02/2017	649.20	0.00	Paid	Y
15371	CHARGEBACKS	BRENT KILPELA	06/02/2017	649.20	0.00	Paid	05/10/2017
	101-547-978.00	GEN FUND CHARGEBACK EXPENSE					
	204-547-978.00	ROAD FUND CHARGEBACK EXPENSE					

0006883005	MICHIGAN.COM		04/30/2017	155.00	0.00	Paid	Y
15372	APRIL PUBLICATIONS	BRENT KILPELA	05/20/2017	155.00	0.00	Paid	05/11/2017
	101-101-900.00	TWP BOARD PRINTING & PUBLICATION EXPENS					

85993	TRUE VALUE HARDWARE		05/11/2017	14.08	0.00	Paid	Y
15373	PRIMER/GLUE	BRENT KILPELA	06/15/2017	14.08	0.00	Paid	05/11/2017
	590-442-956.00	WTWP MISCELLANEOUS EXPENSE					

472622	U. S. BANK		05/11/2017	362,981.26	0.00	Paid	Y
15374	SEWER #6 BOND PRINCIPAL/INTEREST	BRENT KILPELA	06/01/2017	362,981.26	0.00	Paid	05/11/2017
	590-442-996.06	WTWP (SWR 6) BOND INTEREST EXPENSE					
	590-000-302.00	SEWER 6 & WTWP LONG TERM BONDS PAYABLE					

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 DB: Howell Twp

Inv Num	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Trnlized Post Date
86035	TRUE VALUE HARDWARE	05/15/2017	06/15/2017	32.39	0.00	Paid	05/15/2017
15375	ROD/FASTENERS 590-442-956.00	BRENT KILPELA WWTB MISCELLANEOUS EXPENSE		32.39			
254367	USA BLUEBOOK	05/09/2017	06/08/2017	1,992.78	0.00	Paid	05/15/2017
15376	PUMP/PRENE TUBING 590-442-956.00	BRENT KILPELA WWTB MISCELLANEOUS EXPENSE		1,992.78			
006-40277	CUMMINS BRIDGEWAY, LLC	05/08/2017	06/07/2017	867.33	0.00	Paid	05/15/2017
15377	PUMP STATION REPAIR 590-442-801.00	BRENT KILPELA WWTB CONTRACTED SVCS EXPENSE		867.33			
006-40273	CUMMINS BRIDGEWAY, LLC	05/08/2017	06/07/2017	638.06	0.00	Paid	05/15/2017
15378	PUMP STATION REPAIR 391 N BURKHART 590-442-801.00	BRENT KILPELA WWTB CONTRACTED SVCS EXPENSE		638.06			
854006222	AT&T LONG DISTANCE	05/06/2017	06/05/2017	8.64	0.00	Paid	05/15/2017
15379	WWTB LONG DISTANCE MAY 2017 590-442-850.00	BRENT KILPELA WWTB TELEPHONE EXPENSE		8.64			
05/05/2017	DTE ENERGY	05/05/2017	05/30/2017	84.27	0.00	Paid	05/15/2017
15380	391 N BURKHART RD MAY 2017 590-442-920.00	BRENT KILPELA WWTB ELECTRICITY EXPENSE		84.27			
5/11/2017	DTE ENERGY	05/11/2017	06/02/2017	144.19	0.00	Paid	05/15/2017
15381	3888 OAK GROVE ROAD MAY 2017 590-442-920.00	BRENT KILPELA WWTB ELECTRICITY EXPENSE		144.19			
05/11/2017	DTE ENERGY	05/11/2017	06/02/2017	13.88	0.00	Paid	05/15/2017
15382	1216 PACKARD DR MAY 2017 590-442-920.00	BRENT KILPELA WWTB ELECTRICITY EXPENSE		13.88			
5/10/2017	DTE ENERGY	05/10/2017	06/01/2017	162.72	0.00	Paid	05/15/2017
15383	2700 TOOLEY RD MAY 2017 590-442-920.00	BRENT KILPELA WWTB ELECTRICITY EXPENSE		162.72			
5/11/2017	DTE ENERGY	05/10/2017	06/02/2017	405.48	0.00	Paid	05/15/2017
15384	1575 N BURKHART MAY 2017 590-442-920.00	BRENT KILPELA WWTB ELECTRICITY EXPENSE		405.48			



INVOICE REGISTER REPORT FOR HOWELL TOWNSHIP

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 User: BRENT KILPELA  
 DB: Howell Twp

Inv Num	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
5/17/2017	DTE ENERGY TWP HALL MAY 2017	05/17/2017	06/08/2017	778.43	0.00	Paid	Y 05/23/2017
15385	101-265-920.00 TWP HALL ELECTRICITY EXPENSE	BRENT KILPELA		778.43			
54797	MICRO WORKS COMPUTING, INC ANTI VIRUS 3 YEAR RENEWAL	05/16/2017	06/05/2017	954.00	0.00	Paid	Y 05/23/2017
15386	101-000-123.00 GEN FUND PREPAID EXPENSES	BRENT KILPELA		954.00			
54776	MICRO WORKS COMPUTING, INC MODIFY USAGE POLICY	05/09/2017	05/29/2017	75.00	0.00	Paid	Y 05/23/2017
15387	101-265-801.01 TWP HALL LEGAL EXPENSE	BRENT KILPELA		75.00			
05222	FIRE PROTECTION PLUS, INC FIRE EXTINGUISHER INSPECTION	05/22/2017	06/21/2017	60.00	0.00	Paid	Y 05/23/2017
15388	101-265-930.00 TWP HALL GROUND EQUIP REPAIR EXPENSE	BRENT KILPELA		60.00			
30917	DR ELECTRIC APPLIANCE SALES & SERVI REPAIR FIXTURES	05/11/2017	06/11/2017	200.00	0.00	Paid	Y 05/23/2017
15389	101-265-930.00 TWP HALL GROUND EQUIP REPAIR EXPENSE	BRENT KILPELA		200.00			
76549	MASTER MEDIA ARCH RING CLIPBOARD	05/15/2017	06/15/2017	14.30	0.00	Paid	Y 05/23/2017
15390	101-191-727.00 ELECTION SUPPLIES EXPENSE	BRENT KILPELA		14.30			
2144378	CARLISLE WORTMAN CHESTNUT DEVELOPMENT REZONING	05/15/2017	06/15/2017	40.00	0.00	Paid	Y 05/23/2017
15391	101-400-801.00 PLANNING-CONTRACTED PLANNER EXPENSE	BRENT KILPELA		40.00			
2144379	CARLISLE WORTMAN FSG QUALITY OF LIVING LLC	05/15/2017	06/15/2017	160.00	0.00	Paid	Y 05/23/2017
15392	101-400-801.00 PLANNING-CONTRACTED PLANNER EXPENSE	BRENT KILPELA		160.00			
2144380	CARLISLE WORTMAN GENERAL CONSULTATION	05/15/2017	06/15/2017	240.00	0.00	Paid	Y 05/23/2017
15393	101-400-801.00 PLANNING-CONTRACTED PLANNER EXPENSE	BRENT KILPELA		240.00			
5/16/2017	DTE ENERGY 271 E HIGHLAND MAY 2017	05/16/2017	06/07/2017	35.38	0.00	Paid	Y 05/23/2017
15394	590-442-920.00 WWTP ELECTRICITY EXPENSE	BRENT KILPELA		35.38			

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DB: Howell Twp

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

5/16/2017	DTE ENERGY	05/16/2017	06/07/2017	339.27	0.00	Paid	Y
	2559 W GRAND RIVER MAY 2017	BRENT KILPELA					05/23/2017
	590-442-920.00	WWTW ELECTRICITY EXPENSE		339.27			

5/16/2017	DTE ENERGY	05/16/2017	06/07/2017	4,412.32	0.00	Paid	Y
	1222 PACKARD DRIVE MAY 2017	BRENT KILPELA					05/23/2017
	590-442-920.00	WWTW ELECTRICITY EXPENSE		4,412.32			

5/16/2017	DTE ENERGY	05/16/2017	06/07/2017	306.29	0.00	Paid	Y
	1034 AUSTIN CT MAY 2017	BRENT KILPELA					05/23/2017
	590-442-920.00	WWTW ELECTRICITY EXPENSE		306.29			

114377	CRAMPTON ELECTRIC CO INC	05/17/2017	06/17/2017	85.00	0.00	Paid	Y
15398	SERVICE CALL LIFT STATION #5	BRENT KILPELA					05/23/2017
	590-442-801.00	WWTW CONTRACTED SVCS EXPENSE		85.00			

86155	TRUE VALUE HARDWARE	05/22/2017	06/15/2017	29.95	0.00	Paid	Y
15399	FASTENERS, ELBOW, ADAPTERS	BRENT KILPELA					05/23/2017
	590-442-956.00	WWTW MISCELLANEOUS EXPENSE		29.95			

86120	TRUE VALUE HARDWARE	05/18/2017	06/15/2017	17.65	0.00	Paid	Y
15400	BALL VALVE, ADAPTERS, COUPLER	BRENT KILPELA					05/23/2017
	590-442-956.00	WWTW MISCELLANEOUS EXPENSE		17.65			

0049559-IN	CRB CRANE AND SERVICE CO INC.	04/13/2017	05/11/2017	209.25	0.00	Paid	Y
15401	ANNUAL INSPECTION	BRENT KILPELA					05/23/2017
	590-442-801.00	WWTW CONTRACTED SVCS EXPENSE		209.25			

19156	SERVICE SPECIALISTS OF AMERICA, INC	04/27/2017	05/27/2017	345.00	0.00	Paid	Y
15402	ANNUAL LAB INSPECTION	BRENT KILPELA					05/23/2017
	590-442-801.00	WWTW CONTRACTED SVCS EXPENSE		345.00			

517552195605	AT&T	05/13/2017	06/01/2017	46.95	0.00	Paid	Y
15403	517 552-1956 FOR MAY 2017	BRENT KILPELA					05/23/2017
	590-442-850.00	WWTW TELEPHONE EXPENSE		46.95			

A-35491	LASHBROOK SEPTIC SERVICE	05/19/2017	06/19/2017	60.00	0.00	Paid	Y
15405	SPRING CLEANUP	BRENT KILPELA					05/24/2017
	101-268-882.00	TWP AT LARGE SPRING CLEAN UP EXPENSE		60.00			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date

O-2054							
15406	MICHIGAN TWP ASSOC 2017-2018 ANNUAL DUES 101-000-123.00	BRENT KILPELA	07/01/2017	5,513.59	0.00	Paid	05/24/2017
				5,513.59			

86183	TRUE VALUE HARDWARE FASTENERS 590-442-956.00	BRENT KILPELA	06/15/2017	2.47	0.00	Paid	05/24/2017
				2.47			

86198	TRUE VALUE HARDWARE GT FULL POLY MANIFOLD 590-442-956.00	BRENT KILPELA	06/15/2017	5.99	0.00	Paid	05/24/2017
				5.99			

1920							
15409	HURON CEMETERY MAINT INC OPEN & CLOSE MARCELLA FISHER GRAVE 101-000-642.01	BRENT KILPELA	06/25/2017	775.00	0.00	Paid	05/25/2017
				775.00			

705234							
15410	KARLABORATORIES, INC MERCURY SAMPLING 590-442-801.00	BRENT KILPELA	06/04/2017	225.00	0.00	Paid	05/30/2017
				225.00			

150560912							
15411	AT&T WWTP INTERNET 590-442-850.00	BRENT KILPELA	06/10/2017	61.27	0.00	Paid	05/30/2017
				61.27			

577340							
15412	KENNEDY INDUSTRIES INC FIELD SERVICE PUMP STATION #5 590-442-801.00	BRENT KILPELA	06/23/2017	1,259.13	0.00	Paid	05/30/2017
				1,259.13			

000637793046							
15413	MUTUAL OF OMAHA INSURANCE COMPANY JUNE 2017 LIFE INSURANCE 101-265-721.00	BRENT KILPELA	06/01/2017	195.25	0.00	Paid	05/30/2017
				195.25			

5/22/2017							
15414	COMCAST JUNE TELEPHONE 101-265-850.00	BRENT KILPELA	06/12/2017	341.05	0.00	Paid	05/30/2017
				341.05			

186071							
15415	SPICER GROUP BREWER MEADOWS 101-000-203.11	BRENT KILPELA	06/23/2017	182.02	0.00	Paid	05/30/2017
				182.02			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

186065	SPICER GROUP	05/23/2017	06/23/2017	875.25	0.00	Paid	Y
15416	OAK GROVE MEADOWS	BRENT KILPELA					
	101-000-203.09	ENG ESCROW-REF ALLEN EDWIN HOMES/OAK GR		875.25			05/30/2017

5/30/2017	JONATHAN HOHENSTEIN	05/30/2017	05/31/2017	55.64	0.00	Paid	Y
15417	TREASURER MILEAGE	BRENT KILPELA					05/31/2017
	101-253-860.00	TREASURER MILEAGE & EXPENSES		55.64			

# of Invoices:	92	# Due:	0	Totals:	592,136.86	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	

*592,136.86*  
*As Agreed with Credit Register*  
*B.K.*

--- TOTALS BY FUND ---	101	23,550.17	0.00				
	204	71,605.51	0.00				
	590	494,851.18	0.00				
	592	1,284.00	0.00				
	701	846.00	0.00				

--- TOTALS BY DEPT/ACTIVITY ---	000	370,342.94	0.00				
	101	155.00	0.00				
	191	14.30	0.00				
	209	646.00	0.00				
	253	55.64	0.00				
	265	7,549.45	0.00				
	268	448.46	0.00				
	276	571.75	0.00				
	400	440.00	0.00				
	402	128.94	0.00				
	441	91,791.84	0.00				
	442	118,059.34	0.00				
	547	649.20	0.00				
	852	1,284.00	0.00				

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL FUND CHECKING				
05/09/2017	GEN	101001375(E)	COMCAST	341.05
05/09/2017	GEN	101001376(E)	CONSUMERS ENERGY	195.55
05/09/2017	GEN	101001377(E)	FAHEY SCHULTZ BURZYCH RHODES	1,121.00
05/09/2017	GEN	16720	BS&A SOFTWARE	1,003.00
05/09/2017	GEN	16721	CAREFREE MAINTENANCE CO.	230.00
05/09/2017	GEN	16722	COMPLETE OUTDOOR SERVICES, INC.	571.75
05/09/2017	GEN	16723	CULVER EXCAVATING INC	71,333.28
05/09/2017	GEN	16724	JULIUS DAUS III	128.94
05/09/2017	GEN	16725	DTE ENERGY	350.46
05/09/2017	GEN	16726	LIV CO MUNIC CLERKS ASSOC	20.00
05/09/2017	GEN	16727	LCAA	20.00
05/09/2017	GEN	16728	MASTER MEDIA	221.37
05/09/2017	GEN	16729	MICHIGAN ASSOCIATION OF PLANNING	480.00
05/09/2017	GEN	16730	DUSTIN SHARPE	5,565.20
05/09/2017	GEN	16731	WYLIE SOFT WATER	140.46
05/31/2017	GEN	101001378(E)	CINTAS CORPORATION #725	53.09
05/31/2017	GEN	101001379(E)	COMCAST	341.05
05/31/2017	GEN	101001380(E)	DTE ENERGY	778.43
05/31/2017	GEN	101001381(E)	FIRE PROTECTION PLUS, INC	60.00
05/31/2017	GEN	101001382(E)	HURON CEMETERY MAINT INC	775.00
05/31/2017	GEN	101001383(E)	LASHBROOK SEPTIC SERVICE	60.00
05/31/2017	GEN	101001384(E)	MICHIGAN.COM	155.00
05/31/2017	GEN	101001385(E)	MICRO WORKS COMPUTING, INC	1,029.00
05/31/2017	GEN	101001386(E)	MUTUAL OF OMAHA INSURANCE COMPANY	195.25
05/31/2017	GEN	101001387(E)	SPICER GROUP	4,398.07
05/31/2017	GEN	16732	CARLISLE WORTMAN	440.00
05/31/2017	GEN	16733	DR ELECTRIC APPLIANCE SALES & SERVI	200.00
05/31/2017	GEN	16734	JONATHAN HOHENSTEIN	55.64
05/31/2017	GEN	16735	MASTER MEDIA	14.30
05/31/2017	GEN	16736	MICHIGAN TWP ASSOC	5,513.59
05/31/2017	GEN	16737	LIVINGSTON COUNTY TREASURER	649.20

GEN TOTALS:

Total of 31 Checks:	96,439.68
Less 0 Void Checks:	0.00
Total of 31 Disbursements:	96,439.68

Bank T&A TRUST & AGENCY CHECKING

05/04/2017	T&A	3328	LIVINGSTON COUNTY TREASURER	96.00
05/04/2017	T&A	3329	LIVINGSTON COUNTY TREASURER	750.00

T&A TOTALS:

Total of 2 Checks:	846.00
Less 0 Void Checks:	0.00
Total of 2 Disbursements:	846.00

Bank UTYCK UTILITY CHECKING

05/04/2017	UTYCK	2178	BROCK-HILL MECHANICAL, LLC	493.00
05/04/2017	UTYCK	2179	LAKESIDE EQUIPMENT CORP.	240.00
05/04/2017	UTYCK	2180	MHOG	91,791.84
05/04/2017	UTYCK	2181	OUDBIER INSTRUMENT CO	537.10
05/04/2017	UTYCK	2182	SEVERN TRENT	24,396.48
05/04/2017	UTYCK	2183	USA BLUEBOOK	714.61
05/04/2017	UTYCK	590002266(E)	AT&T	44.53
05/04/2017	UTYCK	590002267(E)	AT&T	50.57
05/04/2017	UTYCK	590002268(E)	AT&T	226.17
05/04/2017	UTYCK	590002269(E)	AT&T	49.75
05/04/2017	UTYCK	590002270(E)	AT&T	45.23
05/04/2017	UTYCK	590002271(E)	AT&T	45.68
05/04/2017	UTYCK	590002272(E)	AT&T	59.60
05/04/2017	UTYCK	590002273(E)	CONSUMERS ENERGY	26.22
05/16/2017	UTYCK	2184	AT&T LONG DISTANCE	8.64
05/16/2017	UTYCK	2185	CUMMINS BRIDGEWAY, LLC	2,367.79
05/16/2017	UTYCK	2186	TRUE VALUE HARDWARE	46.47
05/16/2017	UTYCK	2187	U. S. BANK	362,981.26
05/16/2017	UTYCK	2188	USA BLUEBOOK	1,992.78
05/16/2017	UTYCK	590002274(E)	AT&T	41.49
05/16/2017	UTYCK	590002275(E)	AT&T	70.14
05/16/2017	UTYCK	590002276(E)	CONSUMERS ENERGY	234.09
05/16/2017	UTYCK	590002277(E)	CONSUMERS ENERGY	29.26
05/16/2017	UTYCK	590002278(E)	DTE ENERGY	167.02
05/16/2017	UTYCK	590002279(E)	DTE ENERGY	84.27

Check Date	Bank	Check	Vendor Name	Amount
05/16/2017	UTYCK	590002280(E)	DTE ENERGY	144.19
05/16/2017	UTYCK	590002281(E)	DTE ENERGY	13.88
05/16/2017	UTYCK	590002282(E)	DTE ENERGY	162.72
05/16/2017	UTYCK	590002283(E)	DTE ENERGY	405.48
05/31/2017	UTYCK	2189	CRB CRANE AND SERVICE CO INC.	209.25
05/31/2017	UTYCK	2190	KARLABORATORIES, INC	225.00
05/31/2017	UTYCK	2191	SERVICE SPECIALISTS OF AMERICA, INC	345.00
05/31/2017	UTYCK	2192	TRUE VALUE HARDWARE	56.06
05/31/2017	UTYCK	590002284(E)	AT&T	46.95
05/31/2017	UTYCK	590002285(E)	AT&T	61.27
05/31/2017	UTYCK	590002286(E)	CRAMPTON ELECTRIC CO INC	85.00
05/31/2017	UTYCK	590002287(E)	DTE ENERGY	35.38
05/31/2017	UTYCK	590002288(E)	DTE ENERGY	339.27
05/31/2017	UTYCK	590002289(E)	DTE ENERGY	4,412.32
05/31/2017	UTYCK	590002290(E)	DTE ENERGY	306.29
05/31/2017	UTYCK	590002291(E)	KENNEDY INDUSTRIES INC	1,259.13

UTYCK TOTALS:

Total of 41 Checks: 494,851.18  
Less 0 Void Checks: 0.00  
Total of 41 Disbursements: 494,851.18

REPORT TOTALS:

Total of 74 Checks: 592,136.86  
Less 0 Void Checks: 0.00  
Total of 74 Disbursements: 592,136.86

C 592,136.86  
Agrees with Invia Reg'n  
BK