

HOWELL TOWNSHIP BOARD MEETING
3525 Byron Road
Howell, MI 48855
December 10, 2018
6:30 P.M.

1. Call to Order:
2. Roll Call: Mike Coddington () Harold Melton ()
 Jean Graham () Evan Rudnicki ()
 Jonathan Hohenstein () Jeff Smith ()
 Matthew Counts ()
3. Pledge of Allegiance
4. Call to the Board:
A. Approval of the December 10, 2018 Agenda
5. Approval of the Minutes:
A. Regular Board Meeting November 12, 2018
B. Closed Session November 12, 2018
6. Correspondence:
7. Call to the Public:
8. New Business:
A. Tooley Road Property Purchase Agreement Extension
B. Line Item Budget Amendment
C. Invoice – MHOG Expense
D. Radon Action Month - Kits
E. Annual Sewer/Water Connection Fees
 1) Current \$4,830.00 – no action, auto increase by 5% or \$24.15
F. Collection Summer School Taxes
 1) Howell Public Schools, Resolution #12.18.455
 2) Fowlerville Community Schools, Resolution #12.18.456
 3) LESA, Resolution #12.18.457
G. Appointments to the Board of Review – term 2019-2020
H. Committee Appointments – Need to Replace
 1) Appointment to Planning Commission – term 2019- 2021
 a) Mark Freude
 b) Wayne Williams
 c) Carolyn Henry
 2) Board Rep Alternate to Planning Commission – term ending Nov. 2020 – Open Seat
 3) Appointment to ZBA – term 2019-2021
 a) Kim Babcock
 b) Open Seat
 4) Board Rep to ZBA – term ending Nov. 2020 – Open Seat
 5) Board Rep Alternate to ZBA – term ending Nov. 2020 – Open Seat
 6) Board Rep to MHOG (Matthew Counts) term ending Nov. 2020

9. Old Business:

10. Other Business:

11. Reports:

A. Supervisor

B. Treasurer

C. Clerk

D. Zoning

E. Assessing

F. Fire Authority

G. MHOG

H. Planning Commission

I. Z B A

J. WWTP

K. HAPRA

12. Call to the Public

13. Disbursements: Regular and Check Register

14. Adjournment

AGENDA ITEM

5

HOWELL TOWNSHIP BOARD REGULAR MEETING

MINUTES

3525 Byron Road
Howell, MI 48855
November 12, 2018
6:30. p.m.

MEMBERS PRESENT:

Mike Coddington Supervisor
Jean Graham Clerk
Jonathan Hohenstein Treasurer
Dar Howard Trustee
Harold Melton Trustee

MEMBERS ABSENT:

Matthew Counts Trustee
Sally Newstead Trustee

Also in attendance: Township Attorney, William Fahey

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 Melton, seconded by Howard, **“TO APPROVE THE NOVEMBER 12, 2018 AGENDA AS PRESENTED:** Motion carried.

APPROVAL OF MINUTES:

A. OCTOBER 8, 2018 REGUAL MEETING MINUTES

- **MOTION** by Howard, seconded by Melton, **“TO APPROVE THE OCTOBER 8, 2018 REGULAR SESSION MEETING MINUTES AS PRESENTED.”** Motion carried. (See October 8, 2018 Regular Meeting Minutes)

CORRESPONDENCE:

No additions.

CALL TO THE PUBLIC:

- No response.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

A. HOWELL AREA PARKS & RECREATION AUTORITY (HAPRA) PROPOSED 2019 BUDGET

- Tim Church from HAPRA, submitted their proposed 2019 Budget.
- Stated that there is an increase in participation from Howell Township residents.
- Soccer has increased much and there is a need for additional soccer fields.
- Took questions from the Board. (The Board would like to see the hard numbers on exactly how many Howell Township residents are participating.)

B. RESOLUTION 11.18.454

- Clerk Graham read Resolution 11.18.454 in recognition of Trustee Dar Howard.
- **MOTION** by Hohenstein, seconded by Melton, **“TO ACCEPT RESOLUTION 11.18.454, RECOGNITION OF TRUSTEE DAR HOWARD AS PRESENTED.”** A roll-call vote was taken: Melton – yes, Hohenstein – yes, Coddington – yes, Graham – yes, Howard – yes. Motion carried.
- The Board thanked Trustee Howard for his years of service.

- Trustee Howard thanked the Board and that he has enjoyed working with the Board.

C. SIGN ORDINANCE

- Supervisor Coddington stated the Howell Township Planning Commission has recommended approval for the revised Sign Ordinance. In addition we have received a letter of approval from the Livingston County Planning Department.
- Township Attorney Fahey stated that this is a revision of the provisions in the Zoning Ordinance that deals with billboards; how many billboards will be allowed, the size, where they can be located, how far apart they are allowed, etc. This makes the ordinance compliant with the requirements of the law. We want to use the best practices and keep the drivers safe as possible.
- Questions and statements were taken from the Board.
- **MOTION** by Hohenstein, seconded by Howard, **“TO ACCEPT THE CHANGES FROM THE PLANNING COMMISSION REGARDING THE SIGN REGULATIONS ORDINANCE.”** Discussion followed. A roll-call vote was taken: Hohenstein – yes, Howard – yes, Coddington – yes, Graham – yes, Melton – yes.
Motion carried, 5 to 0.
- Notice of adoption will be published in the Livingston County Press. It will be effective seven (7) days after publication.
- Discussion on terminating the moratorium on signs that is currently in place to make it clear when it is up. **MOTION** by Howard, seconded by Hohenstein, **“TO TERMINATE THE SIGN MORATORIUM WHEN THE REVISED SIGN REGULATIONS ORDINANCE GOES INTO EFFECT.”** Discussion followed. Motion carried.

CLOSED SESSION:

SETTLEMENT STRATEGY DISCUSSION

- **MOTION** by Hohenstein, seconded by Howard, **“TO ENTER INTO CLOSED SESSION AT 6:56 P.M. TO DISCUSS STRATEGY IN CONNECTION WITH 2 FEDERAL CASES.”** Discussion followed. A roll-call vote was taken: Coddington – yes, Melton – yes, Hohenstein – yes, Howard – yes, Graham – yes. Motion carries 5 to 0.
- **MOTION** by Howard, seconded by Melton, **“TO ENTER BACK INTO REGULAR SESSION AT 7:37 P.M.”** Motion carried.

APPROVE 2019 CALENDARS:

- Clerk Graham presented the 2019 calendar for the Board Meetings. The 2019 calendar for the Planning Commission and the ZBA Meetings will also show the due dates of when the applications are due by for each meeting.
- **MOTION** by Hohenstein, seconded by Melton, **“TO ACCEPT THE 2019 MEETING CALENDARS AS PRESENTED.”** Discussion followed. Motion carried.

REPORTS:

A. SUPERVISOR:

(Supervisor Coddington reported on the following items)

- Working with legal matters.
- Dealing with trespassers on Township owned properties. All properties are posted. Vehicles are being tagged.

B. TREASURER:

(Treasurer Hohenstein reported on the following items)

- The complaints about the chloride that is being applied to the Township roads.
- Letter from Sewer Contractor.
- FYI letter that will go out with the tax bills explaining when and how tax bills should be paid.
- A letter to the DEQ answering questions about the WWTP.
- Continuing working with Chris Patterson and Pine View Village.
- Chestnut has listed the Pine View properties.
- The company that might go into Lambert Drive.

C. CLERK:

(Clerk Graham reported on the following items)

- The phones in the office are starting to have some major issues. We received 3 proposals for new phones and system. Allstar is the current provider. The office is recommending the proposal from UTS at the cost of \$5,311.69. If new wiring is needed that will be above the proposed cost on any of the proposals. **MOTION** by Melton, seconded by Howard, **“TO ACCEPT UTS’S PROPOSAL FOR \$5,311.69 AND TO ALLOW CLERK GRAHAM TO MAKE DECISION ON ANY OTHER ADDITIONAL COST RELATED ITEMS.”** Discussion followed. Motion carried.
- The election went well. Election Coordinator Johnson and I would like to investigate the possibility of moving the precincts to another location and having all precincts in one location. Everyone did a good job.
- There has been some plumbing issues with the toilets. A camera was put through the lines. The plumber believes the issue is with the toilets themselves. There is one in the women’s bathroom that is in need of replacement. It is working a little better since the plumber was out, but it will need to be replaced in the near future. There is also an issue with pipes not lining up correctly, but that is not the issue with the current problem. Asking the Board to place this in the budget for next year.

D. ZONING:

(See Zoning Administrator Daus’ prepared written report)

E. ASSESSING:

(See Assessor Kilpela’s prepared written report)

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following items)

- Reported on the Workman’s Comp.
- Still going forward with the building addition.
- Still planning on having an Open House later this year.
- Paid bills.

G. MHOG:

(Trustee Howard reported on the following items)

- The Tap Fees are accumulating/growing so there might be enough to help with the cost of Cross Country lines.
- Teshia has left MHOG who was an incredible MHOG employee.
- Suggested that Matthew Counts replace me (Dar Howard) as MHOG representative.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- See synopsis.

I. ZONING BOARD OF APPEALS (ZBA):
(No meeting to report on.)

J. WWTP:
(Clerk Graham reported on the following items)

- The sand filters are completed.
- Paid bills.
- The muskrats are back at the plant.

K. HAPRA
(Clerk Graham reported on the following items)

- See the 2019 Proposed Budget. (Agenda item 8A.)
- Still working on the contracts dealing with the pool at the school.
- There is a need for lifeguards.

CALL TO PUBLIC:

- No response.

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Hohenstein, seconded by Howard, **“TO APPROVE THE REGULAR DISBURSEMENTS THROUGH NOVEMBER 7, 2018 AND CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carried.

WELCOME NEW BOARD MEMBERS:

- New members, Evan Rudnicki and Jeff Smith.
- Mr. Rudnicki was in the audience and he introduced himself and looking forward to working on the Board.

(The new Trustees' term will take effect on November 20, 2018 and go through November 20, 2020.)

ADJOURNMENT: **MOTION** by Howard, seconded by Melton, **“TO ADJOURN.”** Motion carried. The meeting adjourned 8:06 p.m.

APPROVED:

As Presented: _____	_____ Jean Graham Howell Township Clerk
As Amended: _____	_____ Mike Coddington Howell Township Supervisor
As Corrected: _____	_____ Debby Johnson Recording Secretary
Dated: _____	

AGENDA ITEM

6

CORRESPONDENCE

December 10, 2018

1. **CHARTER COMMUNICATIONS** – Changes to channel lineup
Notice of Whitmore Lake Customer Walk-in office closing

AGENDA ITEM

8A

ADDENDUM

In reference to the PURCHASE AGREEMENT, EXCHANGE AGREEMENT, LEASE, COUNTER OFFER- covering the real property, business, premises - commonly known as 1920 Tooley Rd

Howell MI 48855

dated 6/12/18, between

Howell Township

and LACASA, Bobette Schrandt and David Morse

the undersigned parties hereby agree as follows:

The Buyer and Seller agree the One Hundred Eighty (180) day Inspection Contingency period is complete.

Buyer and Seller agree that closing shall take place within 30 days of the execution of this addendum.

All other non-conflicting terms of the offer to purchase remain the same.

The herein agreement, upon its execution by both parties, is herewith made an integral part of the aforementioned Agreement of Sale.

DATED: December 32 2018 TIME: 11:58 AM DATED: _____ TIME: _____
Bobette Schrandt Purchaser _____ Seller

_____ Purchaser _____ Seller

Witness _____ Agent Witness _____ Agent

2/95

Form 4

AGENDA ITEM

8B

REVENUE AND EXPENDITURE REPORT FOR HOWELL TOWNSHIP

PERIOD ENDING 11/30/2018

% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2018-19	2018-19	2018-19
		ORIGINAL BUDGET	YTD BALANCE 11/30/2018	AMENDED BUDGET
Fund 592 - SWR/WTR				
Expenditures				
Dept 441 - UTILITY BILLING				
592-441-726.00	UTILITY BILLING POSTAGE EXPENSE	4,000.00	679.25	4,000.00
592-441-728.00	UTILITY BILLING SOFTWARE SUPPORT EXPENSE	1,000.00	0.00	1,000.00
592-441-801.01	UTILITY BILLING LEGAL EXPENSE	1,000.00	0.00	1,000.00
592-441-801.02	UTILITY BILLING AUDITS/STUDIES EXPENSE	1,000.00	0.00	22,000.00
592-441-803.00	UTILITY BILLING WATER EXPENSE	650,000.00	347,084.56	650,000.00
592-441-822.00	UTILITY BILLING INSURANCE & BOND EXPENSE	10,000.00	8,991.00	10,000.00
592-441-989.00	UTILITY BILLING CONTINGENCY EXPENSE	5,700.00	0.00	5,700.00
Total Dept 441 - UTILITY BILLING		672,700.00	356,754.81	693,700.00

Increase UTILITY BILLING AUDITS/STUDIES EXPENSE account by \$21,000 to account for approved Sewer Audit.
Board Minutes from September 2018 meeting are attached.

**HOWELL TOWNSHIP BOARD REGULAR MEETING
MINUTES**

3525 Byron Road
Howell, MI 48855
September 10, 2018
6:30. p.m.

MEMBERS PRESENT:

Mike Coddington	Supervisor
Jean Graham	Clerk
Jonathan Hohenstein	Treasurer
Matthew Counts	Trustee
Harold Melton	Trustee
Sally Newstead	Trustee

MEMBERS ABSENT:

Dar Howard	Trustee
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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 Counts, “**TO APPROVE THE SEPTEMBER 10, 2018 AGENDA AS AMENDED: ADD ITEM 8 NEW BUSINESS A, COMMERCIAL AND INDUSTRIAL SEWER USER AUDIT.**” Motion carried.

APPROVAL OF MINUTES:

MOTION by Hohenstein, seconded by Melton, “**TO APPROVE THE AUGUST 13, 2018 REGULAR SESSION MEETING MINUTES AS PRESENTED.**” Motion carried. (See August 13, 2018 Regular Meeting Minutes)

CORRESPONDENCE:

No additions.

CALL TO THE PUBLIC:

- Jerry Terrell, 1762 Brewer Road – Filed a complaint about 1800 Brewer Road. Mr. Terrell read several issues he believes the 1800 Brewer Road resident is in violation of. (The Township is aware of this and has tried but has been unsuccessful in contacting the owner. There have been citations issued to the property owner which could proceed into a Court Order. We are working on it.) Mr. Terrell would like to be kept aware of any proceedings.
- Judith Minton, 552 Olde English Circle – Stated that she spoke at the Livingston County Board Meeting on Environmental Impact and Water Pollution. She believes that the de-icing at the Livingston County Airport is flowing into the ground water. With the airport expansion she has concerns that increase of the de-icing will be contributing to even more ground water pollution.
- Mike Tipton, 552 Olde English Circle – Stated he believes that the two resignations included in the Board Packet should have been agenda items and not amongst the reports. Mr. Tipton also gave his opinion on the legality of what a board member’s intent is when they submit their resignation.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

A. COMMERCIAL AND INDUSTRIAL SEWER USER AUDIT

- Treasurer Hohenstein reported that there has not been a Commercial and Industrial Sewer User Audit done since 2006. The Township’s engineer has recommended that this needs to be done more

frequently. Some of the cost of the audit may be off-set by finding industrial users that are using more water than they have REU's for.

- Supervisor Coddington agrees that this needs to be done so that the Township will know where the large users are at. Spicer has done the audit in the past and knows the system and where the lift stations are at.
- **MOTION by Hohenstein, seconded by Graham, "TO ACCEPT THE BID FROM SPICER GROUP FOR THE COMMERCIAL AND INDUSTRIAL SEWER USER AUDIT, NOT TO EXCEED \$22,000.00 AS PRESENTED."** Discussion followed. Motion carries.

REPORTS:

A. SUPERVISOR:

(Supervisor Coddington reported on the following items)

- Working/discussion on Township properties.
- Sewer Connections and locating some of the taps.

B. TREASURER:

(Treasurer Hohenstein reported on the following items)

- The landscaping around the gazebo is completed by the student working on her Master Gardening Certificate.
- The newly hired staff employee was offered a better position elsewhere. We are looking into filling that position.
- All of the Township road work scheduled for this year has been completed and is under budget.
- The Tax Collection rate is at 65% with one week left to collect.
- The previous Township Clean-Up Days have been the weekend before Memorial Day. That will be May 18, 2019 for the next year. It was the consensus of the Board to put that on the Winter Tax Notices.

C. CLERK:

(Clerk Graham reported on the following items)

- We have received a letter of resignation from ZBA Member Sarah Tinsley effected immediately. Sarah is moving out of the Township.
- Received a notice from Board Member Sally Newstead that she has put her house up for sale and will be moving out of the Township. She will continue on the Board until she has a move out date and then will send a letter of resignation signifying that she will no longer be eligible to be on the Township Board.
- The Howell Area Parks and Recreation will be having a seniors' dance on Friday, September 29th. Tickets are available.
- The Township hall has several windows that need to be replaced. We are looking into the cost of replacement. This will be brought back to the Board.
- Most of Michigan Municipalities have received a FOIA on the 2016 Election. It is from a group called EMILY. It is a very timely procedure to copy and then redact the personal information. They group will have to pay one-half of the estimated cost before that copying will be done. Once that check clears, copying will begin. We set a completion date for after the General Election. We have not heard back from the EMILY group.

D. ZONING:

(See Zoning Administrator Daus' prepared written report)

E. ASSESSING:

(See Assessor Kilpela's prepared written report)

F. FIRE AUTHORITY:

(Supervisor Coddington reported on the following items)

- Accepted the Tax Rate Form.
- Audit is being done.
- The Main Station building addition is coming along and should be completed be ready for the Fall Open House.

G. MHOG:

(Supervisor Coddington reported on the following items)

- Much time was spent on the Capital Improvement for the distribution system.
- Approved contractor for the testing for the backflow.
- The DPW Audit is completed.
- Purchased a used skid loader.

H. PLANNING COMMISSION:

(Trustee Counts reported on the following items)

- Hatch was approved for their building and parking expansion.
- Leo's Coney Island was approved for their building and parking expansion.
- Discussion on the Sign Ordinance with the Township Attorney involved. The Planning Commission is getting very close to completing the ordinance.

I. ZONING BOARD OF APPEALS (ZBA):

(No meeting to report on.)

J. WWTP:

(Treasurer Hohenstein reported on the following items)

- See report.

K. HAPRA:

(Clerk Graham reported on the following items)

- The building that houses The HIVE is up for sale. There is a possibility of working something out with HAPRA to purchase the building.
- Melon Fest had 950 runners. The final sales are not yet available.
- There is a need for more soccer fields.

CALL TO PUBLIC:

- Mike Tipton, 552 Olde English Circle – Questioned why at the first Call to the Public the Board answered another resident's questions but he did not received an answer for his question. (Because your issue was going to be discussed as an agenda item.) Mr. Tipton asked, what is the Township lawyer's opinion about when a Board Member decides to move and still be on the Board? (The State law says, when they are no longer a resident of Howell Township.) Mr. Tipton also gave his opinion of HATCH's reputation on treating employees.
- Judith Minton, 552 Olde English Circle – Stated that the minutes that is released to the newspaper there is no mention about the Call to the Public. Those residents who speak are not mentioned in the article.

She believes the Township should pay the extra expense to have those comments from the public be published. (It is the practice of the Township to only publish a synopsis of the meeting. A synopsis only mentions any action or motion that was voted on and the outcome of that vote.)

CLOSED SESSION MEETING:

- **MOTION** by Melton, seconded by Graham, **“TO ENTER INTO CLOSED SESSION MEETING AT 7:22 P.M.”** A roll-call vote was taken: Graham – yes, Newstead – yes, Hohenstein – yes, Melton – yes, Coddington – yes, Counts – yes. Motion carries 6 to 0.
- **MOTION** by Graham, seconded by Counts, **“TO ENTER BACK INTO REGULAR SESSION MEETING AT 8:13 P.M.”** Motion carried.

DISBURSEMENTS: REGULAR AND CHECK REGISTER:

MOTION by Hohenstein, seconded by Graham, **“TO APPROVE THE REGULAR DISBURSEMENTS THROUGH SEPTEMBER 5, 2018 AND CHECK REGISTER AS PRESENTED, ALSO ANY CUSTOMARY AND NORMAL PAYMENTS FOR THE MONTH.”** Discussion followed. Motion carried.

ADJOURNMENT: **MOTION** by Hohenstein, seconded by Melton, **“TO ADJOURN.”** Motion carried. The meeting adjourned 8:14 p.m.

APPROVED:

As Presented: _____	_____
As Amended: _____	_____
As Corrected: _____	_____
Dated: _____	_____

Jean Graham
Howell Township Clerk

Mike Coddington
Howell Township Supervisor

Debby Johnson
Recording Secretary

AGENDA ITEM

8C



INNOVATE
SOLVE
MONITOR
REPAIR

REMIT TO:
KENNEDY INDUSTRIES, INC.
P.O. BOX 930079
WIXOM, MI 48393

INVOICE		
DATE	NUMBER	PAGE
11/28/2018	607503	1 of 1

RECEIVED

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HOWELL TOWNSHIP

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ATTENTION:

JEROME LIVERNOIS 517-719-7486 jerome.livernois@stservices.com

CUSTOMER REF/PO #	JOB #	JOB TITLE	SLP	SHIPPING TYPE
EMAIL	0081725	INDUSTRIAL PARK, FLYGT, PLUS 1 PROGRAM	NJH/CJH	FREIGHT ALLOWED

QUANTITY		DESCRIPTION
B/O	Ship	

KENNEDY PLUS 1 PROGRAM:

- (2) FLYGT EXPLOSION PROOF, SUBMERSIBLE PUMPS, MODEL NP3153.830-465 WITH HIGH CHROME IMPELLER AND INSERT RINGS. RATED FOR 500 GPM @ 64' TDH, 14HP, 3 PHASE, 460VOLT WITH 4" DISCHARGE AND 50 FT. MOTOR AND SENSOR CABLES. PUMPS EQUIPPED WITH SEAL FAIL/HIGH TEMP CABLES.
S/N: 1750001 & 1750002
- 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 PUMP (\$7,252.00 TOTAL)

PLUS 1 PROGRAM - INVOICE #2 - THANK YOU

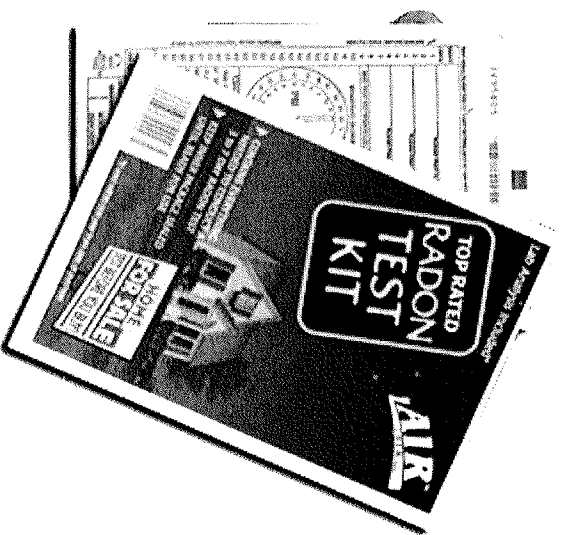
<p>This invoice is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions and Customer Warranty available at www.kennedyind.com which will be provided by email upon written request. Buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.</p> <p>*TERMS OF PAYMENT ARE NET 30 DAYS FROM DATE OF INVOICE *A 7% PER ANNUM SERVICE CHARGE SHALL BE APPLIED TO ANY BALANCE *CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE</p>	SUBTOTAL:	\$ 7,252.00
	TAX:	\$ 0.00
	TOTAL:	\$ 7,252.00

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

www.KennedyInd.com

AGENDA ITEM

8D



Thanks,

Heather

From: Heather Blair

Sent: Friday, November 30, 2018 3:35 PM

To: Heather Blair <HBlair@livgov.com>

Subject: Participation in Radon Action Month (JAN)

Importance: High

Dear Supervisors and City Managers,

This is a follow up email regarding a request for your participation in Radon Action Month which occurs in January. See message below that was previously sent.

Each year the State of Michigan proclaims the month of January as Radon Action Month and as a way to promote radon awareness, the Livingston County Health Department provides free radon test kits to residents of the County. This year we would like to make these test kits more accessible to our residents through their local City, Village, and/or Township office. We hope this partnership will bring more awareness to our residents about health risks associated with radon levels greater than 4 pCi/L. Exposure to radon is the second leading cause of lung cancer in the United States and according to a study by the Michigan Department of Environmental Quality, (MDEQ), 40% of homes in Livingston County have elevated levels. Attached is a map depicting radon levels in Livingston County as of March 2018. Your participation would include some minimal data entry for each kit given away. We will provide a press release no later than January 2, 2019 informing residents where a kit can be retrieved.

If you're interested in this assisting us, please let me know by **Monday, December 3rd** so I can ensure enough test kits are ordered and delivered to your offices in early December.

For any questions or comments, please call or email me.

Sincerely,

Heather Blair MS, PEM, REHS

Environmental Sanitarian

Livingston County Health Department

2300 East Grand River Ave., Suite 102

Howell, MI. 48843-7578

P: 517-552-6810

F: 517-546-9853

hblair@livgov.com



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Please think of the environment before printing this e-mail

STATE OF MICHIGAN



CERTIFICATE OF PROCLAMATION

ON BEHALF OF THE PEOPLE OF MICHIGAN

I, Rick Snyder, governor of Michigan, do hereby proclaim
January 2018

RADON ACTION MONTH

WHEREAS, radon is a tasteless, odorless, colorless and radioactive gas that occurs as a result of the natural breakdown of uranium in soil and rock. It sometimes enters homes through openings in the foundation floor or walls; and,

WHEREAS, exposure to elevated levels of radon is an environmental health threat and exposure in homes is the leading cause of lung cancer among nonsmokers in the United States; and,

WHEREAS, the U.S. Environmental Protection Agency recommends that homes with radon levels at or above 4.0 picocuries per liter (pCi/L) should be mitigated to reduce the lung cancer risk of occupants; and,

WHEREAS, elevated radon levels can be found in every Michigan county and in some Michigan counties more than 50 percent of homes tested had elevated radon levels; and,

WHEREAS, 26 percent of all radon tests conducted statewide returned results at or above 4.0 pCi/L; and,

WHEREAS, any home, regardless of age or structural type, may have elevated levels of radon even if nearby homes do not; and,

WHEREAS, testing for radon is easy and inexpensive, and the risk of developing lung cancer can be significantly decreased by reducing the elevated radon levels found indoors; and,

WHEREAS, radon-resistant techniques can be used during the construction of new residential structures to reduce the lung cancer risk associated with radon; and,

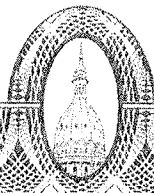
WHEREAS, during this month, we join with the Michigan Department of Environmental Quality, local health departments and other statewide partners to encourage citizens throughout the state to test their homes, have elevated levels of radon reduced and incorporate radon-resistant features into new home construction;

NOW, THEREFORE, I, Rick Snyder, governor of Michigan, do hereby proclaim January 2018 as Radon Action Month in Michigan.

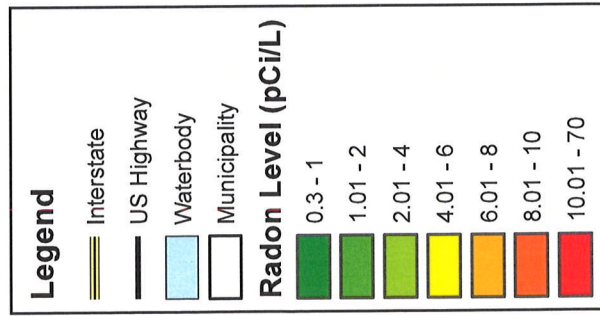


Handwritten signature of Rick Snyder in cursive script.

Rick Snyder
Governor

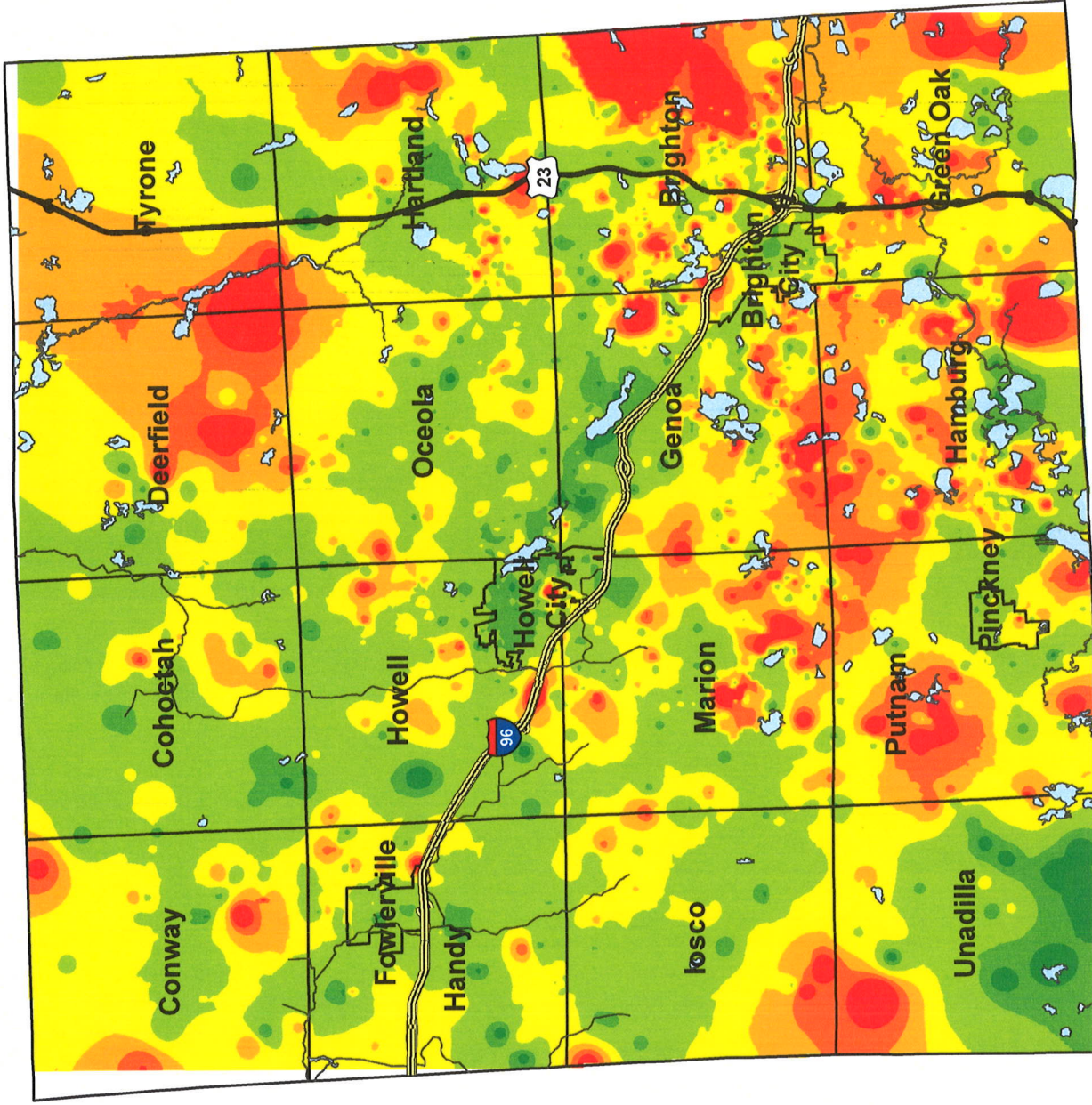


*Estimated Radon Levels in Livingston County as of March 30, 2018



1 in = 4 miles

Data & Map from:
 Environmental Health Division
 517-546-9858



*Disclaimer: These results only represent homes tested with Livingston County Health Department radon test kits. Therefore, this map is not actual representation of radon levels for all homes in the Livingston County. Green areas do not ensure safe radon levels.

The U.S. Environmental Protection Agency (EPA) recommends a radon mitigation system be installed in homes with radon levels > 4 pCi/L. For more information visit www.epa.gov/radon

AGENDA ITEM

8F

Resolution 12.18.455

AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

AGREEMENT made this 10 day of December, 2019 by and between **Howell Public Schools**, with offices located at 411 N. Highlander Way, Howell, MI 48843 (hereinafter "School District") and Howell Township with offices located at 3525 Byron Road, Howell, MI 48855 (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a Summer levy of School District property taxes for the year 2019.

The parties agree as follows:

1. The Township agrees to collect 100% of the total school non-homestead property taxes and 50% of the school debt property taxes as certified by the School District for levy on July 1, 2019 on property located within the Township. Interest earned on said taxes will be retained by the township.
2. The School District agrees to pay Township costs of assessment and collection as follows:

\$ 3.00 per parcel

It is understood that the tax rate as spread by the Township would also reflect the sum of 100% of the taxes of the Livingston Education Service Agency.

3. No later than June 15, 2019 the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2019.
4. The Township Treasurer shall account for and deliver summer school tax collections as follows:
 - a. Summer Tax collections shall be paid to the School District within ten (10) business days from the 1st and 15th of each month. At your discretion, you may elect to discontinue summer tax disbursements to Howell Public Schools in November, December, January, and March.

SCHOOL DISTRICT

Signature authorized by Board
of Education Resolution of
_____ (date)

President

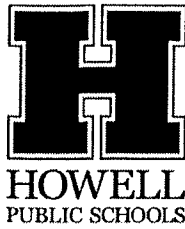
Secretary

TOWNSHIP

Signature authorized by Board
of Trustees Resolution of
_____ (date)

Supervisor

Clerk



November 16, 2018

Jean Graham, Clerk
Howell Township
3525 Byron Road
Howell, MI 48855

Re: 2019 Summer Tax Collection

Dear Ms. Graham,

Attached please find a copy of our annual summer tax collection resolution recently passed by the Board of Education. This resolution authorizes collection of the school district's taxes this next summer. Through its resolution, the Board has determined to collect 100% of the 18 mills non-homestead and 50% of the debt millage.

In past years we have paid a \$3.00 per parcel fee for this collection. The fee was paid to offset your costs that were incurred for collecting the summer school tax.

Enclosed please find an Agreement for Collection of Summer School Property Taxes. If the per parcel fee is acceptable please sign and return this form to the address at the bottom of this memo.

I can be reached at 517-548-6230 if you have any questions.

Sincerely,

Richard P. Terres
Associate Superintendent
for Business

RPT/cc

enc.

cc: Treasurer

RECEIVED

NOV 19 2018

HOWELL TOWNSHIP

Resolution 12.18.456

**AGREEMENT FOR COLLECTION OF
SUMMER SCHOOL PROPERTY TAXES**

AGREEMENT made this 23rd day of October 2018 by and between **Fowlerville Community Schools**, with offices located at 7677 Sharpe Road, Suite A, Fowlerville, MI 48836 (hereinafter "School District") and, Howell Township, with offices located at 3525 Byron Road, Howell, MI, 48855 (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a Summer Levy of School District property taxes for the year 2019.

The parties agree as follows:

1. The Township agrees to collect 100% of the total school non-homestead property taxes as certified by the School District for levy on July 1, 2019 on property located within the Township. Interest earned on said taxes will be retained by the township.
2. The School District agrees to pay Township costs of assessment and collection as follows:

\$3.00 per parcel

It is understood that the tax rate as spread by the Township would also reflect the sum of 100% of the taxes of the Livingston Educational Service Agency and that the \$3.00 per parcel fee will cover the collection for the Livingston Educational Service Agency, also.

3. No later than June 12, 2019 the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2019.
4. The Township Treasurer shall account for and deliver summer school tax collections as follows:
 - a. Summer Tax collections shall be paid to the School District within ten (10) business days from the 1st and 15th of each month.

SCHOOL DISTRICT

Signature Authorized by Board of Education
Resolution of October 23, 2018.

Michael D. Brown

President

Annika M. Bonkhardt

Secretary

TOWNSHIP

Signature Authorized by Board of Trustees
Resolution of _____.
(MM/DD/YYYY)

(Name/Title)

(Name/Title)

Fowlerville Community Schools (the "District")

A regular meeting of the Board of Education (the "Board") was held in the Fowlerville High School, media center, within the boundaries of the District, on the 23rd day of October, 2018, at 7 o'clock in the p.m.

The meeting was called to order by Mr. Mike Brown, President.

Present: Members Brown, Burkhardt, Frederick, Reed, Vielbig & Wanczyk

Absent: Members Belcher

The following preamble and resolution were offered by Member Wanczyk and supported by Member Vielbig

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board, pursuant to 1976 PA 451, as amended (the Revised School Code), invokes for 2019 its previously adopted ongoing resolution imposing a summer tax levy of all of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2019 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2019.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCL 380.1611 or MCL 380.1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

Fowlerville Community Schools

7677 W. Sharpe Road, Suite A • Fowlerville, Michigan 48836
(517) 223-6015 • Fax (517) 223-6022
Wayne Roedel, Superintendent

Date: October 24, 2018

To: Township Official

From: Fowlerville Community Schools

Re: 2019 Summer Taxes

Enclosed is the Agreement for Collection of Summer Taxes. The Fowlerville Board of Education requests that the Township collect the district's summer school property taxes. If the Township agrees to do so, please sign and return the enclosed, original agreement and return it to the address below. If the Township will not agree to collect the district's summer tax levy, please notify me so other arrangements can be made.

Thanks for your continued help,



Wayne Roedel, Superintendent
Fowlerville Community Schools

Mailing Address:

Fowlerville Community Schools
Mr. Wayne Roedel
7677 W. Sharpe Road, Suite A
Fowlerville, MI 48836

Enclosures: Cover Letter
Summer Tax Agreement, Original
Resolution

RECEIVED

OCT 29 2018

HOWELL TOWNSHIP

Resolution 12.18.457

SUMMER TAX COLLECTION AGREEMENT

The Township of Howell with offices located at 3525 Byron Rd., Howell, Michigan (the "township") pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a summer levy of Livingston Educational Service Agency, Michigan (the "Agency") property taxes for the year 2019 and hereafter as provided below:

The Agency and the Township agree as follows:

1. The Township agrees to collect 100% of the total school millage in the summer as certified by the Agency for levy on all taxable property in addition to and not within the K-12 school district summer tax collection, including principal residence and other exempt property not subject to the 18 mill levy within the Fowlerville Community School district.
2. All interest and penalties, other than collection fees, that are imposed prior to the date the taxes are returned delinquent and that are attributable to school taxes, shall belong to the Agency.
3. The Agency agrees to pay the Township costs of assessment and collection at \$3.00 per parcel which represents reasonable expenses incurred by the Township in assessing and collecting Agency taxes, to the extent that the expenses are in addition to the expenses of assessing and collecting other taxes at the same time.
4. The Agency shall certify to the Township Treasurer the school millage to be levied on property for summer collection to the Township via a signed L-4029 within 3 weeks of Livingston County Equalization delivering their tax roll information to the Agency, or by June 15, whichever is earlier.
5. The Township Treasurer shall account for and deliver summer school tax collections to the Agency within ten (10) business days from the 1st and 15th of each month via electronic transfer, if and when possible.
6. In the event that state law is amended necessitating changes to this Agreement, the parties agree to negotiate changes to the Agreement in good faith to conform the Agreement to state law. Collection of summer taxes and payment for said collection shall not be disrupted or delayed due to the negotiation of or revision to this Agreement.
7. By execution of this Agreement, both parties certify and represent that the Agreement is authorized by the laws of the State of Michigan, that the individuals responsible for collecting the Agency taxes are and will be in compliance with all laws pertaining to their duties and responsibilities as a tax collecting agent, and that the signors are authorized by their respective governing bodies to execute this Agreement.
8. This Agreement is effective on the date of its execution and shall expire twelve months from the effective date.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates indicated below.

LIVINGSTON EDUCATIONAL SERVICE AGENCY, MICHIGAN

By *Teresa A. Zigman*
Teresa A. Zigman

Its: Assistant Superintendent for Administrative Services

Dated: December 5, 2018

TOWNSHIP OF HOWELL: _____

By _____

Its _____

Dated _____



Livingston
**EDUCATIONAL
SERVICE** Agency

RECEIVED

DEC 04 2018

HOWELL TOWNSHIP

November 29, 2018

Township/City Treasurer

Dear Treasurer,

Please find enclosed, is a copy of the December 14, 2005 resolution authorizing the collection of summer taxes and also a copy of the November 14, 2018 resolution reaffirming the original resolution.

The Board of Education requests that the township/city collect the district's summer school property taxes levied upon property located within the boundaries of the township/city. The Agency intends to collect 100% of the levy in the summer for Brighton, Fowlerville, Hartland, and Howell school districts. The levy in Pinckney will be collected 100% in the winter.

We anticipate the collection of fees will remain the same as last year. If you have any concerns or want to discuss further, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Teresa A. Zigman".

Teresa A. Zigman
Assistant Superintendent of Administrative Services

enc.

Summer Tax Resolutions

Executive Summary:

In accordance with the Revised School Code, the Board must annually adopt a resolution to acknowledge its decision to impose summer taxes on an ongoing basis.

The Agency is required to forward a copy of the annual resolution and the resolution passed on December 14, 2005 to each city and/or township in which the Agency is located. The Agency must then request each city and/or township in which it is located to agree to collect the summer school property tax levy. Negotiations for the reasonable expenses for collection of the summer school property tax levy then follow.

Recommendation:

I move that the Board approve the annual summer tax resolution as presented and authorize the Superintendent to negotiate the reasonable expenses for collection of the summer property tax levy.

SUMMER TAX

Livingston Educational Service Agency, Michigan (the "District")

A regular meeting of the board of education (the "Board") of the District was held in the Livingston Educational Service Agency, in the District, on the 14th day of December, 2005, at 6:07 p.m. in the evening.

The meeting was called to order by Harold Fryer, President.

Present: Harold Fryer, Julie Hill, LuAnn Loy, Bill Manuel

Absent: Gary Kaiser

The following preamble and resolution were offered by Member Manuel and supported by Member Hill

WHEREAS:

1. Act 451, Public Acts of Michigan, 1976, as amended (the "Revised School Code"), provides that a school district may determine by resolution to impose a summer tax levy of one-half (1/2) or all of its annual school property taxes, including debt service, which resolution shall be applicable until revoked by the Board; and
2. For each year such a resolution applies, a school district must request, before January 1, each city and township in which it is located to agree to collect the summer tax levy in that year of all of annual school property taxes, including debt service; and
3. This Board has determined that it would be in the best interests of the District to impose a summer tax levy to collect all of the annual school property taxes, including debt service; and
4. The Revised School Code provides for certain procedural steps to be taken by this Board in connection with the imposition of a summer tax levy and also provides for the manner in which such summer tax levy shall be collected.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board, pursuant to the Revised School Code, hereby imposes a summer tax levy of all of the annual school property taxes, including debt service, beginning with July 1, 2006, and continuing from year to year until specifically revoked by this Board.
2. The Board shall adopt a resolution annually prior to January 1 acknowledging its decision to impose summer taxes on an ongoing basis (the "annual resolution"), and the Superintendent of Schools or designee is authorized and directed to annually forward a copy of this resolution and the annual resolution to the governing body of each city

and/or township in which this District is located, together with this Board's request that each such city and/or township agree to collect the summer tax levy for the ensuing year in the amount as specified in this resolution. The annual forwarding of this resolution, the annual resolution, and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1 of each year.

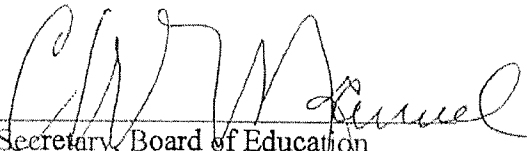
3. The Superintendent or designee is authorized and directed to negotiate on behalf of this District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCLA 380.1611 or MCLA 380.1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.
4. If no agreement can be reached between this Board and any city or township within the time limits set forth in the Revised School Code, this Board shall then take such further action as is required and/or permitted therein.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded

Ayes: Manuel, Hill, Loy, Fryer


Nays: Members

Absent: Kaiser

Resolution declared adopted.


Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Livingston Educational Service Agency, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on December 14, 2005, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).


Secretary, Board of Education

ANNUAL SUMMER TAX RESOLUTION

Livingston Educational Service Agency

A regular meeting of the Board of Education (the "Board") was held in the Livingston Educational Service Agency Administration Building on the 14th day of November, 2018, at 6:00 o'clock p.m.

The meeting was called to order at 6:01 o'clock, p.m., by President Loy

Present: Loy, Cortez, Fryer, Jankowski, Kaiser

Absent:

The following preamble and resolution were offered by Member Jankowski and supported by Member Fryer

WHEREAS:

1. This Board of Education previously adopted a resolution to impose a summer property tax levy to collect all of school property taxes, including debt services, upon property located within the school district and continuing from year to year until specifically revoked by this Board of Education; and

2. The Revised School Code, as amended, requires formal action of the Board of Education prior to January 1 every year to continue the summer tax levy.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board of Education, pursuant to the Revised School Code, as amended, hereby invokes for 2019 its previously adopted ongoing resolution imposing a summer tax levy of all of school property taxes, including debt service, and continuing from year to year until specifically revoked by this Board of Education, and requests each city and/or township in which this Agency is located (and in which a local school district or city is concurrently imposing a summer tax levy) to collect those summer taxes.

2. The Superintendent, school business official, or his/her designee, is authorized and directed to forward to the governing body of each city and/or township in which this Agency is located (and in which a local school district or city is concurrently imposing a summer tax levy) a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each city and/or township agree to collect the summer tax levy for 2019. Said resolutions and the request to collect the summer tax levy shall be forwarded so that they are received by the appropriate governing bodies before January 1, 2019.

3. The Superintendent, school business official, or his/her designee, is authorized and directed to negotiate on behalf of this Agency with the governing body of each city and/or township in which the Agency is located for the reasonable expenses for collection of the Agency's summer tax levy that the city and/or township may bill under MCL 380.1611 or MCL 380.1612.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

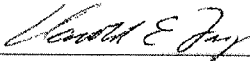
Ayes: Members Jankowski, Fryer, Cortez, Kaiser, Loy

Nays: Members

Resolution declared adopted.


Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of the Livingston Educational Service Agency, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on November 14th, 2018, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (1976 PA 267, as amended).


Secretary, Board of Education



Livingston
**EDUCATIONAL
SERVICE** Agency

November 29, 2018

Dear Township/City Treasurer,

Please find enclosed the summer Tax Collection Agreement for your signature and board approval if necessary.

Please return the signed agreement as soon as possible, but no later than April 30, 2019.

If you have any questions, please don't hesitate to contact me.

Thank you,

A handwritten signature in cursive script that reads "Patty Kline".

Patty Kline
Administrative Assistant to the
Assistant Superintendent of Administrative Services

PattyKline@LivingstonESA.org
517-540-6811

Enclosure(s)

AGENDA ITEM

8G

Howell Township

3525 Byron Road • Howell, MI 48855
Phone: (517) 546-2817 • Fax (517) 546-1483
www.howelltownshipmi.org



November 29, 2018

Dear Township Board:

I am requesting you to consider reappointing Bill Graham and Sue Daus to the Board of Review. Additionally I would like you to consider appointing Aaren Currie to fill the vacancy on the Board of Review. Steve Tervo has requested not be reappointed as he no longer has the time to commit to the Board of Review. Aaren brings experience from not only his Real Estate profession, but also from previously serving on the Board of Review. The term of the appointment will commence January 1st 2019 and end on December 31, 2020. The need for an alternate is still being evaluated.

Sincerely,

A handwritten signature in black ink, appearing to read "Brent Kilpela".

Brent Kilpela
Howell Township Assessor

AGENDA ITEM

11B

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
Internet Address: www.livingstonroads.org

November 9, 2018

Mr. Ed Alverson, Supervisor
Handy Township
P.O. Box 189
Fowerville, MI 48836-0189

Re: Owosso Road – Marr Road to Allen Road Pavement Rehabilitation Estimates

Dear Mr. Alverson,

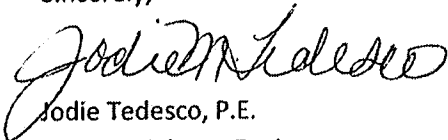
Per your request I have developed an estimate to rehabilitate the pavements on Owosso Road from Marr Road to Allen Road.

Owosso Road – from Marr Road to Allen Road. This portion of Owosso Road is approximately 1.41 miles and carries approximately 2100 cars per day. The pavement is oxidized with meandering cracks and heavily patch areas along the edges.

Staff recommends performing base repairs in heavily patched areas within the traveled portion of the roadway such as wheel paths. Then placing a heavy hot mix asphalt wedge course over the entire roadway to improve the crown for drainage and to seal the cracks, followed by a hot mix asphalt overlay to improve the ride and add additional structure to the road. Install aggregate shoulders including other necessary related work. The estimate for this work is **\$490,000**.

If you have any questions regarding this estimate please contact me.

Sincerely,



Jodie Tedesco, P.E.
County Highway Engineer

Handy Township
135 North Grand Ave.
P.O. Box 189
Fowlerville, MI 48836

September 12, 2018

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

Re: Owosso Road

Dear Mike,

Handy Township would be interested in repaving Owosso Road from Marr Road to Allen Road if Howell Township would partner in the project. The Livingston County Road Commission is responsible from Grand River north to Marr Road.

Please let me know your interest in the Owosso Road project. I realize Howell Township may have more pressing road projects than Owosso.

Best wishes to you and Howell Township.

Sincerely,



Ed Alverson, Supervisor
Handy Township

RECEIVED

SEP 17 2018

HOWELL TOWNSHIP

CC: Handy Township Board of Trustees
CC: Jody Tedesco Livingston County Road Commission

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
Internet Address: www.livingstonroads.org

March 27, 2018

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

RECEIVED

APR 02 2018

HOWELL TOWNSHIP

Re: Potential 2018 Gravel Road Projects

Dear Mr. Coddington:

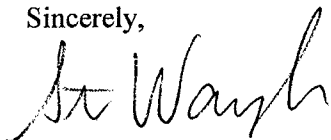
Per your request, we are providing you with a list of potential gravel road improvement projects for your review. The location and estimate of each project is shown in the following table.

ROAD	LOCATION	TYPE OF WORK	AMOUNT
Brewer Road	Henderson to Byron (9,250 feet)	Surface Gravel, Tree Work, and Limited Drainage	\$150,000.00
Fisher Road	East of Oak Grove (5,280 feet)	Surface Limestone and Limited Drainage	\$70,000.00
Henderson Road	Brewer to Oak Grove (6,600 feet)	Surface Gravel and Limited Drainage	\$100,000.00
Layton Road	North of Milett (7,500 feet)	Surface Limestone and Limited Drainage	\$85,000.00

Please review the above list and contact me if you wish to have contracts prepared for any of the projects. In order for projects to be included on this year's construction schedule, all contracts must be in place by May 1, 2018.

If you have any questions, please do not hesitate to contact Dub Toddy or me.

Sincerely,



Steve Wasylik, P.E.
Director of Operations

Cc: Dub Toddy, LCRC District 1 Foreman
File

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
Internet Address: www.livingstonroads.org

March 21, 2018

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

Re: Byron Road rehabilitation estimates

Dear Mr. Coddington,

Per your request the following are estimates for rehabilitating the pavement on Byron Road :

Byron Road– M-59 to Allen Road (approximately 4.8 miles).

Staff recommends minor base repair in heavily patched areas in the wheel paths, followed by a heavy Hot Mix Asphalt wedge course to improve slope and drainage. A 2.0inch hot mix asphalt overlay on top of the wedge course is recommended to add additional structure and smoothness to the road. Gravel shoulders and driveway approaches will be blended to the new road elevation as needed. The estimate for the rehabilitation of this portion of Byron Road is approximately **\$1,000,000**.

I have also broken the estimate up in two segments for your consideration:

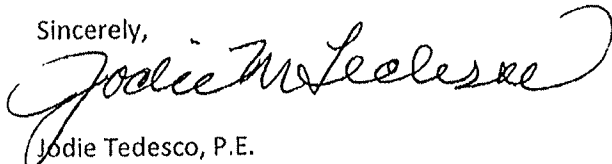
Byron Road – M-59 to Barron Road, 2.18 Miles - \$450,000

Byron Road – Barron Road to Allen Road, 2.65 Miles - \$550,000

The above are estimates based on current 2018 contract prices. Byron Road is a primary road and therefore eligible for the matching funds, through the LCRC Primary Pavement Preservation Program. LCRC will match up to \$250,000 per Township if performed in the 2018 paving season.

If you have any questions, please feel free to contact me.

Sincerely,



Jodie Tedesco, P.E.
County Highway Engineer

Cc: M.Craine, LCRC

Culver Excavating Inc.

3113 Wallace Rd
Webberville, MI 48892
517 521-3478 • FAX 517 521-4897
culverexc@zoomon.net

PROPOSAL

November 4, 2016

Howell Township
3525 Byron Road
Howell, MI 48855

Re: 2016 Gravel Road Improvements

Project: **Allen Road** between Owosso Road and Crandal Road

Culver Excavating, Inc. proposes to perform roadway maintenance to include tree cutting and removal as marked, remove stumps, move and re-set mailboxes as needed, load and remove berming material graded by LCRC, replace 16 culverts and 6 cross tubes as directed, grade the existing roadway, provide and place 21A commercial limestone over 7350 feet of roadway for a compacted thickness of 4", fine grade and roll compaction, apply water saturation and chloride dust control, and seed and mulch disturbed areas.

Total Cost for the work described above: \$188,005.00

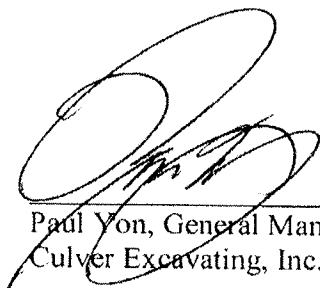
- **Tree cutting and wood removal** = \$28,700.00
- **Stump removal, berming, ditching, culverts, seed/mulch** = \$67,430.00
- **Limestone, placement, chloride** = \$91,875.00

Add for contingency budget to cover hidden conditions if and where they exist.
Unused portions will not be invoiced, portions used will be detailed on invoices.

10% contingency; add: \$18,800.00

The above price does not include exposing, lowering, or moving of any utility wiring, poles, conduit, boxes or structures.
The above price does not include any permits, bonds, fees, staking, engineering, inspections, undercutting, dewatering, or stone bedding.

No further grading after the initial grading, will be performed within driveways.
The above price does not include disposal of dumped items left in the work area.
The above price does not include handling or removal of contaminated materials.



Paul Yon, General Manager
Culver Excavating, Inc.

11/4/16
Date

AGENDA ITEM

11D

Code Enforcement List

12/05/2018

Enforcement Number	Address/ Parcel Number	Category	Date Filed	Status	Next Action	Next Action Date	Date Closed
EEN18-0001	4063 W ALLEN 4706-05-202-003	Litter & Junk	01/25/2018	Closed - Complied			02/14/2018
EEN18-0002	4109 W ALLEN 4706-05-202-008	Junk/Vehicles	01/25/2018	Closed - Complied			02/14/2018
EEN18-0005	2290 OAK GROVE RD 4706-24-303-002	Public Nuisance	05/02/2018	Closed - Complied			05/24/2018
EEN18-0007	144 BRENDA 4706-24-302-001	Vehicles	07/30/2018	Closed - Complied			08/16/2018
EEN18-0008	100 BRENDA 4706-24-302-002	Vehicles	07/30/2018	Closed - Complied			08/16/2018
EEN18-0009	1907 OAK GROVE RD 4706-25-100-027	Vehicles	08/16/2018	OPEN - FIRST LETTE			
EEN18-0012	1800 BREWER 4706-26-100-008	Junk/Vehicles	09/11/2018	Closed - Complied	NOTICE OF VI	10/01/2018	10/01/2018
EEN18-0013	3755 N BURKHART 4706-17-200-008	Public Nuisance	09/13/2018	CLOSED - NO VIOLA	RECHECK ON	09/27/2018	10/01/2018
EEN18-0014	297 W MARR 4706-11-400-019	Litter & Junk	09/13/2018	Closed - Complied	REINSPECTIO	10/15/2018	10/09/2018
EEN18-0015	4063 W ALLEN 4706-05-202-003	Litter & Junk	09/13/2018	Closed - Complied	REINSPECTIO	10/15/2018	10/15/2018
EEN18-0016	5043 WARNER 4706-19-200-016	ZONING VIOLATIONS	09/17/2018	OPEN - SECOND LE	REINSPECTIO	12/17/2018	
EEN18-0017	5183 FISHER RD 4706-01-400-014	PUBLIC NUISANCE	09/25/2018	Closed - Complied	FURTHER REV	10/29/2018	10/09/2018
EEN18-0018	3735 PARSONS RD 4706-28-300-012	LITTER & JUNK	10/03/2018	OPEN - SECOND LE	REINSPECT	11/20/2018	11/28/2018
EEN18-0019	3859 BYRON 4706-15-100-037	ZONING VIOLATIONS	10/03/2018	Closed - Complied	REINSPECT	11/05/2018	10/15/2018
EEN18-0020	388 HARMON 4706-33-200-004	JUNK/VEHICLES	10/09/2018	OPEN - COMPLAINT	REINSPECT	11/19/2018	
EEN18-0021	212 EDGE MONT 4706-24-102-031	ZONING VIOLATIONS	10/09/2018	CLOSED - NO VIOLA	REINSPECT	11/19/2018	10/31/2018

Code Enforcement List

12/05/2018

Enforcement Number	Address/ Parcel Number	Category	Date Filed	Status	Next Action	Next Action Date	Date Closed
EEN18-0022	3923 W GRAND RIV 4706-21-300-024	ZONING VIOLATIONS	10/15/2018	Closed - Complied	REINSPECT	11/21/2018	11/26/2018

Records: 17

Population: All Records

Enforcement Date Filed Between 1/1/2018 12:00:00 AM AND 11/30/2018 11:59:59 PM

ADDRESS ASSIGNMENT

Permit #	Contractor	Job Address	Fee Total
PA18-021	FIJALKOWSKI DENNIS AND ST	2530 TOOLEY	\$25.00
Work Description: LOCATED ON THE EAST SIDE TOOLEY ROAD JUST SOUTH OF BOWEN ROAD AND NORTH OF HIGHLAND ROAD.			

Total Permits For Type: 1
Total Fees For Type: \$25.00

Grading

Permit #	Contractor	Job Address	Fee Total
P18-149	WESTVIEW CAPITAL LLC	OAK GROVE RD - VACANT	\$250.00
Work Description: MASS GRADING FOR PHASE TWO OF OAK GROVE MEADOWS			

Total Permits For Type: 1
Total Fees For Type: \$250.00

Residential Land Use

Permit #	Contractor	Job Address	Fee Total
P18-147	MOODY BOBBY J AND SYDNE	52 CASTLEWOOD	\$20.00
Work Description: RE-ROOF			
P18-148	FRANTJESKOS CHARLES & TA	3353 BOWEN	\$10.00
Work Description: RE-ROOF - NO STRUCTURAL CHANGES			
P18-154	KENNEY JOHN AND ERIN	4491 GRAPE VINE	\$10.00
Work Description: RE ROOF - HOUSE AND GARAGE, NO STRUCTURAL CHANGES.			

Total Permits For Type: 3
Total Fees For Type: \$40.00

Sign

Permit #	Contractor	Job Address	Fee Total
P18-150	K & K LEASING LLC	3923 W GRAND RIV	\$225.00
Work Description: 72.5 SQ FT MONUMENT SIGN INTERNALLY LIT WITH LED.			
P18-151	K & K LEASING LLC	3937 W GRAND RIV	\$225.00
Work Description: 66 SQ FT POLE MOUNTED SIGN WITH LED MESSAGE CENTER.			
P18-152	TANGER PROPERTIES LLC	1475 N BURKHART A-140	\$225.00
Work Description: 43 SQ FT WALL SIGN ON FRONT OF BUILDING			
P18-153	TANGER PROPERTIES LLC	1475 N BURKHART C-180	\$175.00
Work Description: 25 SQ FT ILLUMINATED SIGN ON FRONT OF BUILDING.			

Total Permits For Type: 4
Total Fees For Type: \$850.00

Water Connection

Permit #	Contractor	Job Address	Fee Total
PWS18-033	FIJALKOWSKI DENNIS AND ST	2530 TOOLEY	\$4,830.00
Work Description:			

Total Permits For Type: 1
Total Fees For Type: \$4,830.00

Report Summary

Population: All Records
Permit.DateIssued Between
11/1/2018 12:00:00 AM AND
11/30/2018 11:59:59 PM

Grand Total Fees: \$5,995.00
Grand Total Permits: 10

AGENDA ITEM

11E

Monthly Activity Report for November 2018 – Assessing Dept/Brent Kilpela

MTT UPDATE:

Burkhart Ridge v Howell Township: Prehearing General Call commencing July 1, 2019. Prehearing Statements due by May 3, 2019. Will reach out to opposing counsel in December 2018.

SMALL CLAIMS TRIBUNAL: No pending litigation.

ASSESSING OFFICE:

ASSESSOR: Personal Property canvassing is ongoing. The Personal Property assessing file will be sent to the print vendor soon. The print vendor will print and mail a personal property statement to every commercial/industrial personal property parcel we have in the Township. The statements have to be mailed by January 10th. The statements need to be filled out and returned to the Township by February 20th. The December Board of Review is right around the corner. This will be the last meeting for the current members. Reappointments will be needed before the March Board of Review meetings start. The tentative ratios are completed for all classes. Residential will be raised 7% in 2019. Commercial will go up 4%. Industrial will increase 13% and Agricultural will not change. All partial construction will be looked at in December and valued accordingly.

JOE DAUS, FIELD INSPECTOR: Closing out permits on completed new construction.

OTHER: Completed the field work for the 2017-2018 audit. I expect the report to be delivered at the January 2019 board meeting.

AGENDA ITEM

11J

Howell Township
Waste Water Treatment Plant
Meeting: December 6, 2018 at 10:00

Attending: Jerry Livernois, Greg Tatara, Jim Aulette, Brent Kilpela, Jonathan Hohenstein

October: Flow down due to high ammonia and diverting to lagoons in late Sept, early Oct.

Clarifiers: Jerry will start calling around to get independent contractors to do the work.

Sand Filters: Work is complete on the sand filters. Able to expose the area where sink hole appeared. No broken pipes, seals around sand filter penetrations need to be replaced. Got seals replaced and large sink hole filled in with cement-like material.

Biolac Diffusers: The weather got too cold before Jerry was able to get the new diffuser into the basin. He plans on getting the new line and continuing to fix the rest of the diffuser chains starting this spring.

Building Maintenance: Jerry got an estimate from Paulson Construction to fix the fascia and siding issues for \$1,300 - \$1,700. **Recommend approval for building maintenance from Paulson construction not to exceed \$2,000 as presented.**

Ferric Chloride: Pumping out of the storage tank, leaving the day-tank for possible future use. Clint would like to get the pumps in another location for easier maintenance and less risk. Jerry will be looking at this in the future.

Sewer Audit: Spicer has been working toward completing the sewer audit (letter attached). They should be done by next month. When the audit is complete Spicer's will be at the Board meeting to discuss the project and answer any questions.

Exterior Lighting: Jerry would like to update the outdoor lighting to LED lights (see quote). **Recommend approval of bid from Crampton Electric for LED lamps for \$1,650 as presented.**

Recycle Tank: New pump in recycle tank is running dry because level detector is not working. Jerry would like to get a pressure transducer. Greg only uses pressure transducers. Jerry got a verbal bid for \$1000. **Recommend approval to purchase and install pressure transducer not to exceed \$2,000.**

Blowers: Jerry will be getting quotes to replace broken blower; and to remove failing VFD on #2 blower.

Equalization Basin: Jerry will be looking into cleaning out the equalization basin.

Pump stations: Greg noticed that on several pump stations the run times suggest problems. Jerry will check the stations, maybe flush them out, maybe pull the pump and vacuum the station.

Mercury: Test came back as less than detectable. Clint has finished the Mercury Minimization Plan (attached). **Recommend approval of Mercury Pollutant Minimization Program as presented.**

Respectfully submitted,
Jonathan Hohenstein

Wastewater Treatment

- A total of 7.107 million gallons of wastewater was received and treated through the wastewater treatment facility during the month of October, 2018.
- Total daily effluent flows averaged 0.244 MGD, which is 33% of the design hydraulic capacity of the treatment facility. Total daily influent BOD load averaged 386 lbs/day, which is 27% of the design organic load.

Permit Parameter	Influent	Effluent	October Permit Limits
Carbonaceous BOD (mg/L)	182 mg/L	NA	Max. 7 Day Avg: NA mg/l
		2.8	Max 30 Day Avg: 4 mg/L
		7.6	Max Daily: 10 mg/L
		8.7	Max 7 Day Avg: 63 lbs
		5.7	Max 30 Day Avg: 25 lbs
		NA	Min % Removal: NA %
Suspended Solids (mg/L)	267 mg/L	1.7	Max. 7 Day Avg: 30 mg/L
		1.3	Max 30 Day Avg: 20 mg/L
		3.4	Max 7 Day Avg: 190 lbs
		2.7	Max 30 Day Avg: 130 lbs
		NA	Min % Removal: NA
Total Phosphorus (mg/L)	5.2 mg/L	0.42	Max. Mo. Avg: 0.5 mg/L
		0.8	Max. Mon. Avg: 3.1
			Max lb/Month: NA lbs
			% Removal NA %
Ammonia Nitrogen (mg/L)	34.4 mg/L	<0.1	Max 30 Day Avg: 0.5 mg/L
		0.4	Max Daily: 2.0 mg/L
		0.2	Max 7 Day Avg: 13 lbs
		0.1	Max 30 Day Avg: 3.1 lbs
		N/A	% Removal NA %
Fecal Coliform (cts/100mL)	NA	4	Max 7 Day Avg: 400 cts/100 ml
		2	Max 30 Day Avg: 200 cts/100 ml
Dissolved Oxygen (mg/L)	NA	9.0	Daily Min: 5.0 mg/L
pH (standard units)	6.9	6.5	Daily Min: 6.5 su
		7.3	Daily Max: 9.0 su

Regulatory Matters

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

Quarterly Low Level Mercury samples were taken and submitted to Pace Analytical Labs for analysis. Results were less than the minimum detection limit of 0.5 ng/L.

Health and Safety

- No accidents occurred in October.

Treatment Plant Issues

- Normal discharge flow was re-established on the 3rd of October after being diverted on the 28th of the previous month due to high ammonia concentration in the effluent.
- Annual maintenance was performed on the Treatment Plant Generator by Bridgeway Cummins. New belts were installed replacing worn out sets.
- A new RAS Flow meter was installed and calibrated by Holzer Electric on the 8th of October.

Collection System Issues

- Pump station annual generator maintenance was performed by Bridgeway Cummins. A new battery was installed in the generator at Pump Station #8.
- 163 requests for Miss Dig in October. 83 of these were not in conflict with the sewer system, 39 where marked with paint and flags, 4 was canceled and 37 where listed as "No Response".

Maintenance

- 48 work orders were completed in October.

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.

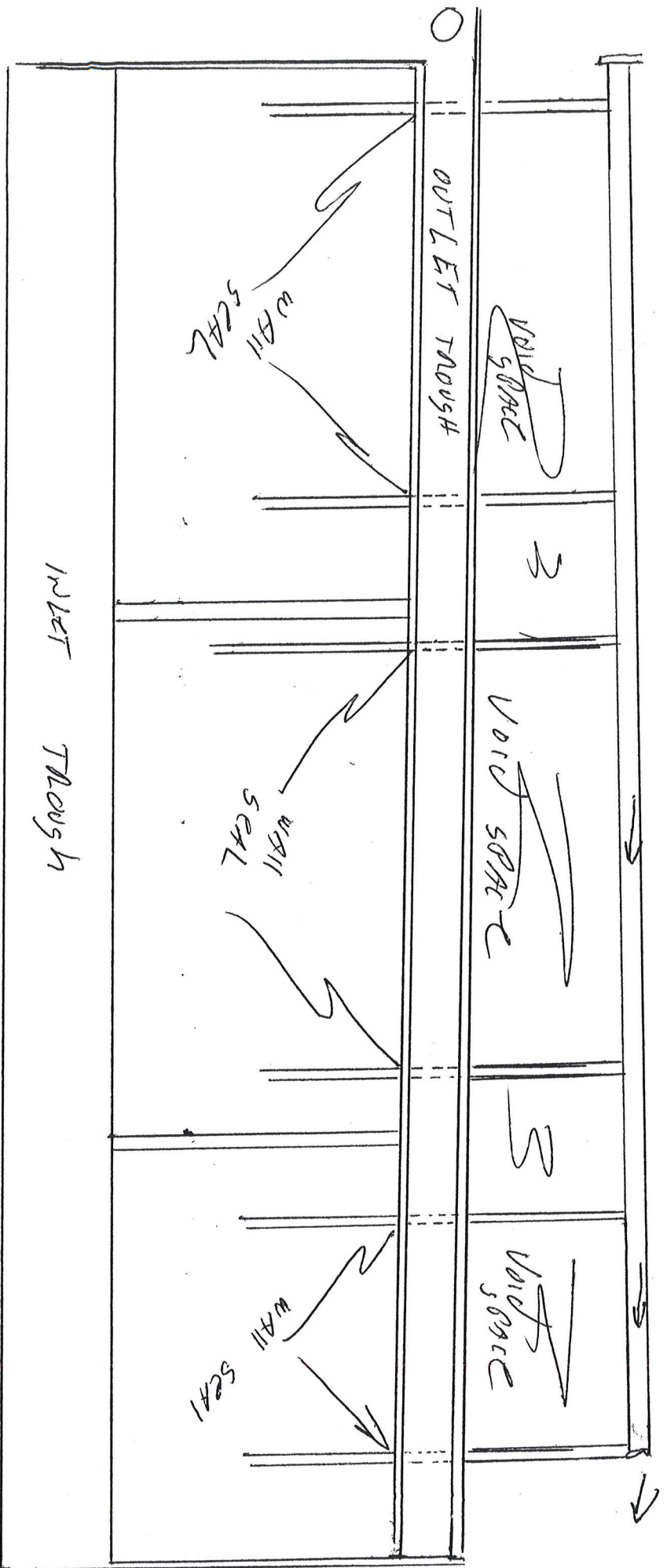
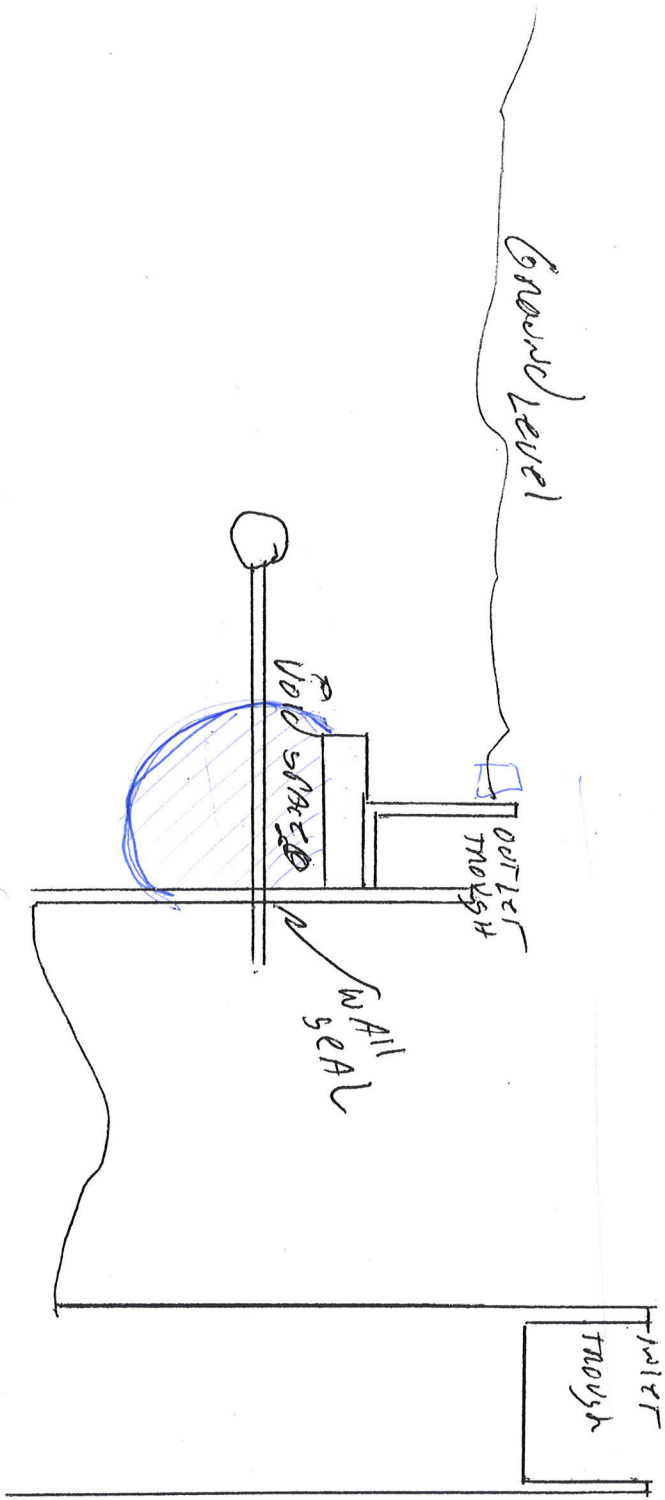
Sincerely,


Jerome W. Livernois

Facility Manager

1.517.719.7486

Jerome.livernois@inframark.com



Fwd: Building repairs estimate

Nick Stankevich <nickstankevich@gmail.com>

Wed 11/14/2018 7:40 AM

To: Livernois, Jerome <Jerome.Livernois@inframark.com>;

----- Forwarded message -----

From: <tims@paulsonsconstruction.com>

Date: Tue, Nov 13, 2018, 5:33 PM

Subject: Building repairs estimate

To: <nickstankevich@gmail.com>

Good afternoon Nick,

Thank you for allowing us the opportunity to help with your building repairs. Per our conversation, we would propose performing the needed repairs on a time and material agreement. The repairs would consist of repairing the overhang trim in several areas that has blown off due to the wind. We would supply the needed material and match as close as possible to existing. Note: there may be a slight variation due to fading of the current trim.

We charge an hourly rate of \$80.00 per man hour. We charge our actual material cost plus 30%. Based on what i see needs to be accomplished, I would project a cost of approximately \$1300-\$1700. Please let me know if we can help or if you have further questions.

Thank you,

Tim Suchodolski
Paulsons Construction



December 4, 2018

Joe Daus, Zoning Administrator
Howell Township
3525 Byron Road
Howell, MI 48855

RE: Sewer Audit Update

Dear Mr. Daus:

I wanted to fill you in on our progress of the Industrial and Commercial Sewer Audit. We are about 60% complete with the entire project and are projecting to submit a report to you by December 20th, 2018.

The water usage information received from MHOG and retrieved from BS&A has been entered into our spreadsheet and used to calculate current REUs.

The site inspections are 95% complete. Below is a breakdown of the site inspection process:

Total number of Businesses:	132
Inspection	
Not required:	36
Required:	96
Completed:	92
Remaining:	4
Entry Denied by Owner:	3
Surveys Received:	53

Businesses in residential homes or strictly commercial businesses that most likely only have a bathroom (banks, churches, law firms, etc.) did not require a site inspection or a User Survey. We do not expect to receive a survey from every business, however, at every inspection we filled out a site inspection checklist that covered similar questions to the User Survey.

We have been looking for evidence of PFAS/PFOS being released into the system. The MDEQ has become increasingly concerned about these chemicals since they are carcinogens that pass through the standard WWTP and cause harm to wildlife and humans in receiving waters. The only business in the Township that could produce PFAS/PFOS is a chrome plating facility. Representatives from MDEQ, Howell Township, and Spicer attended a walkthrough of this business and found that they contain their process water until it is hauled off site by an industrial waste-hauler to be properly treated; it is not discharged to the Township's WWTP.

December 4, 2018

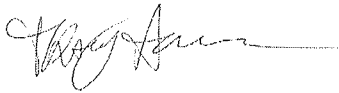
Page 2 of 2

Three businesses will not allow us to do an inspection due to corporate policy: Livingston County EMS, Meritor, and Livingston M-TEC. We asked them to submit a User Survey and have not received any back. We will contact them again and request a completed survey and to schedule a site inspection. Meritor is a gear manufacturer and Livingston M-TEC is a technical training center. We believe it is needed to tour these sites for possible violations to the ordinance. If they continue to deny us entry, we will discuss it with you further.

The next steps for the project includes, formatting the report findings, drawing conclusions, and writing the report. Once we receive the current REU rates from the Township we will compare them to the actual usages and mark any discrepancies. A summary of the calculated REUs that exceed the current REUs will be included in the report. This should be complete within the next three weeks.

If you have any questions or need anything further, please feel free to contact our office.

Sincerely,



Tracy Anderson, P.E.
Project Engineer
SPICER GROUP, INC.
734-751-1909
125 Helle Blvd., Suite 2
Dundee, MI 48131

CC: SGI File
Jonathan Hohenstein (Treasurer)
Jean Graham (Clerk)



10975 W. GRAND RIVER
PO BOX 380
FOWLERVILLE MI 48836
517-223-9691/ FAX 517-223-9970

*Electrical Proposal &
Scope of Work*

To: Howell Township

Attn: Nick

Date: May 17th. 2018

Estimator: Ryan Atherton

Project: Howell Township WWTP New LED Lamps for Light Pole Fixtures

Estimate

Crampton Electric Co. will furnish and install electrical work for the above project as described herein. All electrical work as described in the **dated:** and Standard specification section(s) is included except as noted or clarified below. This proposal includes: Addenda No(s):

Included	Excluded		Included	Excluded	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sales & Use Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Payment & Performance Bonds
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical Permit costs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Overtime Costs
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Trenching, Excavation, & Backfill	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A.G.C. cleanup charges
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Concrete, Manholes, & Handholes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Energy Usage Charges
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instrumentation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Painting (except elec. touch-up)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mechanical Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Motor Generator Set
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Temperature Controls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Temporary wiring for Utility Service Change Over's
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Patching &/or repair of holes in walls or floors created by CRAMPTON ELECTRIC CO.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Temporary wiring for dewatering or welding

Our proposal is based upon Crampton Electric Company's Standard Terms and Conditions (see Page 2) unless otherwise indicated below.

Crampton Electric Co. will provide labor and materials for the following scope of work:

Included:

1. Provide removal of (13) old lamps and ballast in light pole fixtures
2. Provide and install (13) 24W LED retrofit 5700K lamps in light pole fixtures
3. Provide bucket truck
4. 5 year manufacture warranty
5. Labor and materials

Excluded:

1. Existing Code Violation
2. Painting & patching
3. Any work not specifically covered above.

Assumptions:

1. Working Hours Monday Through Friday 7:00AM to 3:30PM

Total Quote: One Thousand Six Hundred Fifty US Dollars.....\$1,650.00

Crampton Electric Co.

Ryan Atherton

Ryan Atherton
(517) 223-9691

Acceptance of Proposal - The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Pricing is valid for 30 days from date quoted. Work cannot commence on above project until a SIGNED copy of this proposal is received by Crampton Electric Co (Mailed or Faxed) & P.O. number if required by your company.



10975 W. GRAND RIVER
PO BOX 380
FOWLerville MI 48836
517-223-9691/ FAX 517-223-9970

*Electrical Proposal &
Scope of Work*

Date _____

Signature _____

Standard Terms & Conditions

- 1. Work to be completed in accordance with standard practices, for the amount(s) specified above. Any alteration or deviation from the below specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Our employees are fully covered by worker compensation insurance**
- 2. Payment terms are monthly progress payments net 30 days due.**
- 3. The offering price is valid for 30 days Crampton Electric Co. reserves the right to extend this term without notice.**
- 4. All products offered by Crampton Electric Co. are Y2K compliant unless noted.**
- 5. Subcontract terms and conditions are subject to review and approval prior to award of a subcontract To Crampton Electric Co.**
- 6. Terms are pending approval by Crampton Electric Co. credit manager.**
- 7. This Proposal is based on the schedule and time duration's presented at time of bid. A change in schedule shall constitute a change in scope of work.**
- 8. All equipment furnished is F.O.B. shipping points with freight allowed to jobsite.**
- 9. The price includes a one year warranty as specified in the Bid Documents. No other warranty is expressed or implied.**

Howell Township Wastewater Treatment Plant (WWTP)

Mercury Pollutant Minimization Program

December 2018

Prepared by:



Mercury Pollutant Minimization Program
Howell Township, Michigan

Howell Township owns a wastewater treatment plant located at 1222 Packard Drive Howell, MI 48843, designated as Howell Township Wastewater Treatment Plant (WWTP). This facility discharges effluent to the receiving water named the South Branch of the Shiawassee River under the authority of the NPDES Permit No. MI0055727.

Per NPDES Permit No. MI0055727, the Howell Twp WWTP is required to develop a Mercury Pollutant Minimization Program (MPMP) and implement the program upon approval by the MDEQ. The goal of this MPMP is to maintain the WWTP effluent concentration of total mercury at or below 1.3 ng/l. The following is a detailed explanation of the program intended to meet the MPMP MDEQ requirements. The WWTP does not receive any industrial wastewater discharges.

The MPMP is to contain the following elements:

1. An annual review and semi-annual monitoring of potential sources of mercury entering the wastewater collection system;
2. A program for quarterly monitoring of WWTP influent and periodic monitoring of sludge for mercury; and,
3. Implementation of reasonable cost-effective control measures when sources of mercury are discovered. Factors to be considered include significance of source, economic considerations, and technical and treatability concerns.

Upon receiving approval of this plan from the MDEQ, the Howell Twp WWTP plans to perform the actions described in the following sections:

1. Howell Twp WWTP will complete a preliminary evaluation of potential sources of mercury contamination of its customers discharging to the sanitary sewer system. The initial evaluation and annual updates will be completed primarily using the two techniques listed below. The initial evaluation will be completed within 6 months of MDEQ approval of the MPMP.
 - a. A review of all the sanitary sewer accounts will be completed annually to identify those with a potential to contribute to mercury pollution based on their onsite practices. As users on the sewer system come and go their existence on the user list shown below will reflect this status.
 - b. A "yellow pages" search will also be completed annually to identify nonresidential users that may be tenants on the sanitary sewer system with the sewer user account listed under a separate landlord name not readily identifiable as a potential mercury polluter.

All the following users of the sanitary sewer system will be identified as potential sources of mercury contamination and the list of entities of these types will be maintained on record:

Industry	School/Educational Facility	Funeral Home
Nursing Home	Medical Clinic	Commercial Laundry
Dental Office	Car Wash	HVAC Business
Veterinary Office/Clinic	Laboratory	Colorant Manufacturer
Automotive Shop	Dry Cleaner	Hospital
Electrical Manufacturer	Recycling Center	

2. A survey will be mailed to each potential mercury polluter identified during the evaluation. The survey will request information on mercury containing products onsite or utilized onsite and the likelihood of that mercury entering the sanitary sewer system. Initial surveys will be mailed within 7 months following the MPMP approval by the MDEQ. The township will organize inspections of the user facilities on a case by case basis upon reviewing the responses of the surveys. Additional best management practices will be discussed with users that indicate a potential for mercury to enter the sewer system.
3. Public outreach and education detailing the hazards of mercury and best management practices on pollution prevention will be completed by the following two methods. Public outreach will be completed within 9 months of MDEQ approval of the MPMP.
 - a. Annual mailing of educational flier to all identified users with the potential to contribute to mercury pollution.
 - b. A link to the flier and description of the Howell Twp WWTP Mercury Pollutant Minimization Program will be maintained on the Howell Township Website.
4. Semiannual monitoring of potential sources of mercury entering the collection system. This will be accomplished by sampling in the sanitary sewer system at designated lift stations where potential sources are identified. Taking costs into consideration, additional sampling in the collection system will occur if the goal at the Howell Twp WWTP is not being met. Sources, when identified through monitoring at the lift stations, will be further investigated by evaluating individual users upstream with users on the potential polluter list addressed first, attempting to track down the point source, with decisions on additional analysis determined on a case by case basis as necessary to move towards the MPMP goal.

-
5. Quarterly monitoring for Mercury in the influent to the WWTP and annual monitoring of the sludge will be performed and reported in the MPMP Annual Reports. All samples will be analyzed per NPDES Permit specified method.
 6. Reasonable, cost effective control measures will be implemented with a focus on nonstructural best management practices when point sources of mercury are discovered and found to be contributing to the failure of the Howell Twp WWTP from meeting the Effluent Mercury goal of 1.3 ng/l or less. The following factors will be considered when a pollutant source is discovered:
 - a. Source significance. An effort to quantify the load potential to the collection system from each identified source will be made. This quantification will assist in prioritizing sources for future elimination efforts.
 - b. Economic consideration will be given regarding the reduction and or elimination of an identified source.
 - c. Where appropriate, technical and treatability considerations may apply to specific sources.
 7. On or before March 31 of each year following approval of the MPMP, the Howell Twp WWTP will submit an annual status report for the previous calendar year to the MDEQ that includes 1) the monitoring results for the previous year, 2) an updated list of potential mercury sources, and 3) a summary of all actions taken to reduce or eliminate identified sources of mercury and list points of progress towards attaining the goal of the MPMP and/or a narrative description of how the goal is successfully met and maintained.

The remaining pages of this document contain the following: a copy of the form used to record the list of potential sources of mercury from users of the sewer system, a copy of the annual report form, and a copy of the sewer system user survey forms

Annual Report Form – Howell Twp WWTP Mercury Pollutant Minimization Program

1. Was the Mercury Minimization Program Plan as submitted to MDEQ followed completely during the past year?

Yes No

If no, attach supporting documentation that clearly describes any and all deviations from the program. Include a list of all actions or conditions that led to the variation as well as any interaction with MDEQ relation to the variation.

2. List any *confirmed* sources of mercury to the treatment system including an average annual loading to the treatment system (may be estimated) and method by which the source was identified.
3. List any *potential* sources of mercury to the treatment system including an average annual loading to the treatment system (may be estimated).
4. Attach all analytical results from all monitoring performed during the last year for mercury, including detection/quantification level, method used and location of sample (ex: influent, effluent, sludge, Main Street Lift Station, XYZ Cleaners, etc.)
5. Attach a list of all actions taken to reduce or eliminate sources of mercury from the treatment system. Actions may include treatment, remediation, investigation, operation, management activities, public outreach, distribution of materials, implementation of BMP's, contact with industrial users, inspection of industrial users, etc. If no actions were taken to reduce or eliminate sources of mercury to the treatment system, please explain why.
6. Attach a list of all actions planned to further reduce or eliminate sources of mercury and move Howell Twp WWTP towards its goal.

Medical Facility Mercury Survey – Howell Township Sewer System (page 1 of 2)

What Type of Medical Facility are you (hospital, clinic): _____

What is the size of your facility (# of beds, # of patients/day): _____

Please provide us a contact for your medical facility for further correspondence:

Name: _____

Title: _____

Phone: _____

Does your facility participate in the Hospitals for a Healthy Environment (H2E) Program

- Yes No N/A – not a hospital

Please indicate if the following mercury sources are located or used in your facility: *containing mercury*

- | | |
|---|--|
| <input type="checkbox"/> Fever Thermometers | <input type="checkbox"/> Gastrointestinal diagnostic equipment |
| <input type="checkbox"/> Sphygmomanometers | <input type="checkbox"/> Feeding Tubes |
| <input type="checkbox"/> Commercial manometer | <input type="checkbox"/> Thermostats |
| <input type="checkbox"/> Switches (relay, silent, tilt) | <input type="checkbox"/> Barometers |

Chemicals

- | | |
|--|---|
| <input type="checkbox"/> Zenker's solution | <input type="checkbox"/> Histological Fixatives |
|--|---|

Staining Solutions and Preservatives

- | | |
|--|---|
| <input type="checkbox"/> Mercury Chloride | <input type="checkbox"/> Mercury (II) Oxide |
| <input type="checkbox"/> Mercury (II) Chloride | <input type="checkbox"/> Mercury (II) Sulfate |
| <input type="checkbox"/> Mercury Nitrate | <input type="checkbox"/> Mercury Iodide |
| <input type="checkbox"/> Other | |

Lamps

- | | |
|--|---|
| <input type="checkbox"/> Fluorescent | <input type="checkbox"/> Metal Halide |
| <input type="checkbox"/> Ultraviolet | <input type="checkbox"/> High Pressure Sodium |
| <input type="checkbox"/> Mercury Vapor | <input type="checkbox"/> LCD Projectors |

Batteries

- | | |
|---|---|
| <input type="checkbox"/> Mercuric Oxide | <input type="checkbox"/> Button Batteries |
|---|---|

Have you considered or adopted mercury free alternatives for any of the products listed above?
Please explain.

Please list any other possible sources of mercury or any other materials that could be a concern for mercury pollution.

Medical Facility Mercury Survey – Howell Township Sewer System (page 2 of 2)

Please complete the following section on practices at your facility:

Is staff training provided on the health and environmental concerns of mercury? Yes No

Is staff training provided on mercury spill prevention or management? Yes No

Is there a mercury spill clean-up kit on site? Yes No

Have there been any mercury spills within the last ten years? Yes No

Does your facility have a policy on purchasing mercury containing products? Yes No

If yes, please attach a copy of the policy.

Do you currently require disclosure by vendors of mercury concentrations in solutions? Yes No

What is the current procedure for disposal of medical waste? Autoclave Incineration Other

Have your sewer drain traps/catch basins been cleaned to remove mercury? Yes No

If yes, was mercury discovered?

Are any mercury products in your facility currently recycled? Yes No

If there are other facility practices that you think should be a concern for mercury pollution, please list them here:

Dental Office Mercury Survey – Howell Township Sewer System (page 1 of 2)

Dental Office Name: _____

Please provide the following mercury contact information for your dental office:

Name: _____

Title: _____

Phone: _____

Do you use amalgam:

Yes

No

Please indicate if the following equipment or materials are used in your office:

raw mercury

pre-capsulated amalgam capsules

water-injected vacuum pump

dry turbine vacuum pump

recycler on vacuum pump

For materials collected on cuspidor, evacuation unit, vacuum pump and saliva ejector filters that are not recovered, please indicate the method of disposal.

wash down the sink

recycled

other: _____

For scrap (non-contact) amalgam that is not recovered, please indicate the method of disposal.

wash down the sink

recycled

other: _____

How do you dispose of pulled teeth containing amalgam fillings?

recycled. Provide the name of your recycler: _____

washed down the sink

put in infectious waste (red) bag

hazardous waste hauler. Provide the name: _____

other: _____

Dental Office Mercury Survey – Howell Township Sewer System (page 2 of 2)

Are chair-side traps, or some type of pre-filter used? Yes No

If yes:

How often are your traps/filters cleaned? _____ Are the contents (check below)?

- recycled. Provide the name of your recycler: _____
- washed down the sink
- put in infectious waste (red) bag
- hazardous waste hauler. Provide the name: _____
- other: _____

Of the amount of new amalgam placed, estimate the following percentages based on the amount of amalgam mixed.

Please include amalgam recovered from traps and filters.

- _____ % of amalgam mix that is placed in teeth
- _____ % of amalgam mix that is recycled
- _____ % of amalgam mix that is lost to the sewer
- _____ % of amalgam mix that is disposed of as infectious waste

Of the total old amalgams removed including those in pulled teeth, estimate the following percentages based on total amount of amalgam removed. Please include the amalgam recovered from traps and filters.

- _____ % of amalgam removed that is recycled
- _____ % of amalgam removed that is lost to the sewer
- _____ % of amalgam removed that is disposed of as infectious waste

If not currently recycling, what factors keep your dental office from doing so?

- lack of information
- no regulatory requirement to do so
- too difficult
- too expensive
- difficulty in finding recyclers
- not aware that I should
- no or very little use of amalgam

General Industry/Other Mercury Survey – Howell Township Sewer System (pg. 1 of 1)

Facility/Company Name: _____

Please provide the following mercury contact information for your facility:

Name: _____

Title: _____

Phone: _____

Please indicate if the following mercury sources are located or used in your business. Place a check in the box and circle the specific source listed. If you have identified a source of mercury that is not listed, please add it to the list.

- barometers
- batteries list the types: _____
- DC watt hour meters, flow meters, vibration meters
- displacement/plunger relay
- power supply switching, high-voltage applications such as lighting, resistance heating, commercial welders-
- flame sensors/safety valves
- lamps; fluorescent, high-pressure sodium, metal halide, ultraviolet
- switches; relay switches, pressure control (mounted on bourdon tube or diaphragm), tilt switches, silent light-
- switches (single pole and three way) temperature control (mounted on bimetal coil or attached to bulb device), fire alarm box switch, sump pump floats
- reed relays; used for low voltage, high precision analytical equipment
- thermometers
- thermostats; ovens, room temperature control, refrigerators
- vacuum gauges; needle or bourdon gauges, manometers
- other possible mercury sources, please list here any other materials that you think should be a concern for mercury pollution.

Mercury Survey for Schools – Howell Township Sewer System (page 1 of 1)

School Name: _____

Please provide the following mercury contact information for your school:

Name: _____

Title: _____

Phone: _____

Please indicate if the following mercury sources are located or used at your school.

Science, Chemistry, Physics, Biology Rooms/Labs:

Item	How much or many?	Where used?
<input type="checkbox"/> elemental mercury	_____	_____
<input type="checkbox"/> mercury thermometers	_____	_____
<input type="checkbox"/> mercury barometers	_____	_____
<input type="checkbox"/> mercury vacuum gauges	_____	_____
<input type="checkbox"/> mercury spectral tubes	_____	_____
<input type="checkbox"/> mercury molecular motion device	_____	_____
<input type="checkbox"/> mercury sling psychrometer	_____	_____
<input type="checkbox"/> mercury oxide	_____	_____
<input type="checkbox"/> mercury (II) chloride	_____	_____
<input type="checkbox"/> mercury (II) sulfate	_____	_____
<input type="checkbox"/> mercury nitrate	_____	_____
<input type="checkbox"/> mercury iodine	_____	_____
<input type="checkbox"/> Zenkers solution	_____	_____
<input type="checkbox"/> other mercury containing materials	_____	_____

Facilities:

Item	How much or many?	Where used?
<input type="checkbox"/> fluorescent lamps	_____	_____
<input type="checkbox"/> mercury thermostats	_____	_____
<input type="checkbox"/> mercury vapor lamps, metal halide lamps	_____	_____
<input type="checkbox"/> mercury gauges	_____	_____
<input type="checkbox"/> silent light switches	_____	_____
<input type="checkbox"/> mercury float control switches	_____	_____
<input type="checkbox"/> flow meters with mercury switches	_____	_____
<input type="checkbox"/> other equipment with mercury switches	_____	_____
<input type="checkbox"/> older fungicides and pesticides (prior to 1991)	_____	_____
<input type="checkbox"/> other mercury containing materials	_____	_____

AGENDA ITEM

13

Howell Township
Invoice and Check Registers

As of 12/5/2018

User: BRENT KILPELA
 DB: Howell Twp

Inv Num	Vendor Description	GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
193386	SPICER GROUP		11/06/2018 BRENT KILPELA	11/13/2018	148.25	0.00	PaId	Y 11/08/2018
17137	BD Bond Refund		11/06/2018 BRENT KILPELA	11/13/2018	148.25	0.00	PaId	Y 11/08/2018
193384	SPICER GROUP		11/06/2018 BRENT KILPELA	11/13/2018	1,982.75	0.00	PaId	Y 11/08/2018
17138	BD Bond Refund		11/06/2018 BRENT KILPELA	11/13/2018	1,982.75	0.00	PaId	Y 11/08/2018
193383	SPICER GROUP		10/26/2018 BRENT KILPELA	11/25/2018	272.00	0.00	PaId	Y 11/08/2018
17139	BURKHART SEWER EXTENSION		10/26/2018 BRENT KILPELA	11/25/2018	272.00	0.00	PaId	Y 11/08/2018
11011	FIRE PROTECTION PLUS, INC		11/01/2018 BRENT KILPELA	12/01/2018	590.50	0.00	PaId	Y 11/08/2018
17140	FIRE EXTINGUISHER INSPECTION		11/01/2018 BRENT KILPELA	12/01/2018	590.50	0.00	PaId	Y 11/08/2018
517548388810	AT&T		10/28/2018 BRENT KILPELA	11/19/2018	80.67	0.00	PaId	Y 11/08/2018
17141	517 548-3888 FOR NOV 2018		10/28/2018 BRENT KILPELA	11/19/2018	80.67	0.00	PaId	Y 11/08/2018
2064337843	CONSUMERS ENERGY		10/31/2018 BRENT KILPELA	11/26/2018	82.43	0.00	PaId	Y 11/08/2018
17142	2571 OAK GROVE NOV 2018		10/31/2018 BRENT KILPELA	11/26/2018	82.43	0.00	PaId	Y 11/08/2018
11/01/2018	DTE ENERGY		11/01/2018 BRENT KILPELA	11/26/2018	408.68	0.00	PaId	Y 11/08/2018
17143	2571 OAKGROVE NOV 2018		11/01/2018 BRENT KILPELA	11/26/2018	408.68	0.00	PaId	Y 11/08/2018
AR1/51023256	PARKSON CORPORATION		10/30/2018 BRENT KILPELA	11/30/2018	6,694.57	0.00	PaId	Y 11/08/2018
17144	PARTS FOR DIFFUSERS		10/30/2018 BRENT KILPELA	11/30/2018	6,694.57	0.00	PaId	Y 11/08/2018
204031187877	CONSUMERS ENERGY		10/26/2018 BRENT KILPELA	11/21/2018	15.74	0.00	PaId	Y 11/08/2018
17145	391 N BURKHART RD NOV 2018		10/26/2018 BRENT KILPELA	11/21/2018	15.74	0.00	PaId	Y 11/08/2018
93504	TRUE VALUE HARDWARE		11/01/2018 BRENT KILPELA	11/15/2018	1.39	0.00	PaId	Y 11/08/2018
17146	FASTENERS		11/01/2018 BRENT KILPELA	11/15/2018	1.39	0.00	PaId	Y 11/08/2018
	592-442-956.00		11/01/2018 BRENT KILPELA	11/15/2018	1.39	0.00	PaId	Y 11/08/2018

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						

S6-7441							
17147	CUMMINS BRIDGEMWAY, LLC	10/24/2018	11/24/2018	193.94	0.00	Paid	Y
	BELT REPAIR AT PLANT	BRENT KILPELA					11/08/2018
	592-442-930.00	WTWP EQUIPMENT REPAIR EXPENSE		193.94			

0042732							
17148	CREATURE CONTROL	10/30/2018	11/29/2018	195.00	0.00	Paid	Y
	3 MUSKRATS REMOVED	BRENT KILPELA					11/08/2018
	592-442-801.00	WTWP CONTRACTED SERVICES EXPENSE		195.00			

725481775							
17149	CINTAS CORPORATION #725	10/24/2018	11/10/2018	65.64	0.00	Paid	Y
	BLUE MATS	BRENT KILPELA					11/08/2018
	101-265-775.00	TWP HALL OFFICE CLEANING & MAINT EXPENS		65.64			

11/01/2018							
17150	CAREFREE MAINTENANCE CO.	11/01/2018	11/30/2018	230.00	0.00	Paid	Y
	OCTOBER 2018 CLEANING	BRENT KILPELA					11/08/2018
	101-265-775.00	TWP HALL OFFICE CLEANING & MAINT EXPENS		230.00			

11/12/2018							
17151	ECONO PRINT	11/12/2018	11/13/2018	1,623.79	0.00	Paid	Y
	WINTER 2018 TAX BILL POSTAGE	BRENT KILPELA					11/12/2018
	101-253-726.01	TREASURER POSTAGE		1,623.79			

11/6/2018							
17152	WHITLOCK BUSINESS SYSTEMS	11/06/2018	11/16/2018	150.50	0.00	Paid	Y
	PERSONAL PROPERTY POSTAGE	BRENT KILPELA					11/08/2018
	101-209-726.00	ASSESSING POSTAGE EXPENSE		150.50			

11/1/2018							
17153	STATE OF MICHIGAN	11/01/2018	12/31/2018	175.00	0.00	Paid	Y
	BRENT KILPELA MAAO RENEWAL	BRENT KILPELA					11/08/2018
	101-209-957.00	ASSESSING DUES & SUBSCRIPTION EXPENSE		175.00			

11/01/2018							
17154	STATE OF MICHIGAN	11/01/2018	12/31/2018	50.00	0.00	Paid	Y
	CAROL MAKUSHIK MCAT RENEWAL	BRENT KILPELA					11/08/2018
	101-209-957.00	ASSESSING DUES & SUBSCRIPTION EXPENSE		50.00			

120335							
17155	BS&A SOFTWARE	11/01/2018	12/01/2018	2,064.00	0.00	Paid	Y
	ANNUAL MAINTENANCE ASSESSING, DPPT	BRENT KILPELA					11/08/2018
	101-265-728.00	COMPUTER SOFTWARE SUPPORT		2,064.00			

11/01/2018							
17156	LCAA	11/01/2018	11/30/2018	20.00	0.00	Paid	Y
	BRENT KILPELA AMAR 2.0	BRENT KILPELA					11/08/2018
	101-209-720.00	ASSESSING EDUCATION EXPENSE		20.00			

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						

7777282							
17157	COVENANT ENVIRONMENTAL L.I.C. SERVICE REPAIR	11/05/2018 BRENT KILPELA	12/05/2018	1,331.02	0.00	Paid	11/08/2018
	592-442-801.00	WTWP CONTRACTED SERVICES EXPENSE		1,331.02			

1846215245							
17158	PACE ANALYTICAL MERCURY SAMPLING	11/08/2018 BRENT KILPELA	12/08/2018	225.00	0.00	Paid	11/08/2018
	592-442-801.00	WTWP CONTRACTED SERVICES EXPENSE		225.00			

11/7/2018							
17159	JEAN GRAHAM CLERK ELECTION EXPENSES	11/07/2018 BRENT KILPELA	11/13/2018	293.45	0.00	Paid	11/08/2018
	101-191-860.00	ELECTION MILEAGE & EXPENSES		37.06			
	101-191-727.00	ELECTION SUPPLIES EXPENSE		256.39			

44677							
17160	FAHEY SCHULTZ BURZYCH RHODES GENERAL	11/05/2018 BRENT KILPELA	12/05/2018	420.00	0.00	Paid	11/12/2018
	101-268-801.01	TWP AT LARGE LEGAL EXPENSE		420.00			

44678							
17161	FAHEY SCHULTZ BURZYCH RHODES ZONING	11/05/2018 BRENT KILPELA	12/05/2018	1,485.00	0.00	Paid	11/12/2018
	101-268-801.01	TWP AT LARGE LEGAL EXPENSE		1,485.00			

PA0034227							
17162	MICHIGAN.COM NEWSPAPER SUBSCRIPTION	11/01/2018 BRENT KILPELA	12/01/2018	224.02	0.00	Paid	11/12/2018
	101-265-727.01	TWP HALL OFFICE SUPPLIES EXPENSE		224.02			

79582							
17163	MASTER MEDIA OFFICE SUPPLIES	10/30/2018 BRENT KILPELA	11/30/2018	102.28	0.00	Paid	11/12/2018
	101-265-727.01	TWP HALL OFFICE SUPPLIES EXPENSE		102.28			

2018-20473							
17164	HOLZER ELECTRIC, INC. NEW 6" FLOW METER INSTALL	10/06/2018 BRENT KILPELA	11/12/2018	6,750.00	0.00	Paid	11/12/2018
	592-442-801.00	WTWP CONTRACTED SERVICES EXPENSE		6,750.00			

731872							
17165	USA BLUEBOOK CHECK VALVES	11/07/2018 BRENT KILPELA	12/07/2018	142.28	0.00	Paid	11/12/2018
	592-442-956.00	WTWP MISCELLANEOUS EXPENSE		142.28			

11/02/2018							
17166	DTE ENERGY 391 N BURKHART RD NOV 2018	11/01/2018 BRENT KILPELA	11/26/2018	81.04	0.00	Paid	11/12/2018
	592-442-920.00	WTWP ELECTRICITY EXPENSE		81.04			

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

11/02/2018	DTE ENERGY	11/02/2018	11/26/2018	123.35	0.00	Paid	Y
17167	1009 N BURKHART NOV 2018	BRENT KILPELA					
	592-442-920.00	WWTB ELECTRICITY EXPENSE		123.35			11/12/2018

93609	TRUE VALUE HARDWARE	11/09/2018	12/09/2018	7.77	0.00	Paid	Y
17168	KEYS	BRENT KILPELA					
	592-442-956.00	WWTB MISCELLANEOUS EXPENSE		7.77			11/12/2018

0043013	CREATURE CONTROL	11/08/2018	12/08/2018	65.00	0.00	Paid	Y
17169	1 MUSKRAT REMOVED	BRENT KILPELA					
	592-442-801.00	WWTB CONTRACTED SERVICES EXPENSE		65.00			11/12/2018

782954421	MCMASSTER-CARR	11/02/2018	12/02/2018	32.00	0.00	Paid	Y
17170	TANK-LEVEL RULER	BRENT KILPELA					
	592-442-956.00	WWTB MISCELLANEOUS EXPENSE		32.00			11/13/2018

93662	TRUE VALUE HARDWARE	11/13/2018	12/15/2018	15.98	0.00	Paid	Y
17171	ADAPTERS	BRENT KILPELA					
	592-442-956.00	WWTB MISCELLANEOUS EXPENSE		15.98			11/13/2018

93660	TRUE VALUE HARDWARE	11/13/2018	12/15/2018	26.04	0.00	Paid	Y
17172	FITTINGS	BRENT KILPELA					
	592-442-956.00	WWTB MISCELLANEOUS EXPENSE		26.04			11/14/2018

93651	TRUE VALUE HARDWARE	11/13/2018	12/15/2018	28.37	0.00	Paid	Y
17173	PLUMBING SUPPLIES	BRENT KILPELA					
	592-442-956.00	WWTB MISCELLANEOUS EXPENSE		28.37			11/14/2018

735430	USA BLUEBOOK	11/12/2018	12/12/2018	100.17	0.00	Paid	Y
17174	BALL CHECK FOR GAS VENTING	BRENT KILPELA					
	592-442-956.00	WWTB MISCELLANEOUS EXPENSE		100.17			11/14/2018

93642	TRUE VALUE HARDWARE	11/12/2018	12/15/2018	7.77	0.00	Paid	Y
17175	PIPE CLAMPS	BRENT KILPELA					
	592-442-956.00	WWTB MISCELLANEOUS EXPENSE		7.77			11/14/2018

0043096	CREATURE CONTROL	11/10/2018	12/10/2018	195.00	0.00	Paid	Y
17176	3 MUSKRATS REMOVED	BRENT KILPELA					
	592-442-801.00	WWTB CONTRACTED SERVICES EXPENSE		195.00			11/14/2018

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						

20011122764

17177	DTE ENERGY	11/03/2018	12/10/2018	392.02	0.00	Paid	Y
	STREETLIGHTS	BRENT KILPELA					11/14/2018
	101-268-920.00	TWP AT LARGE STREETLIGHT EXPENSE		392.02			

0002060562

17178	MICHIGAN.COM	11/01/2018	11/20/2018	45.00	0.00	Paid	Y
	OCTOBER PUBLICATIONS	BRENT KILPELA					11/14/2018
	101-101-900.00	TWP BOARD PRINTING & PUBLICATION EXPENS		45.00			

11/06/2018

17179	ACCIDENT FUND OF MICHIGAN	11/06/2018	12/01/2018	3,272.00	0.00	Paid	Y
	ANNUAL WORKERS COMP	BRENT KILPELA					11/14/2018
	101-265-822.00	TWP HALL INSURANCE & BOND EXPENSE		3,272.00			

2965

17180	COMPLETE OUTDOOR SERVICES, INC.	11/09/2018	11/24/2018	1,118.50	0.00	Paid	Y
	CEMETERY MAINT AND GRAVE SEEDING	BRENT KILPELA					11/14/2018
	101-276-931.00	GROUND CARE & MAINT.		1,093.50			
	101-276-933.00	CEMETERY GRAVE OPENINGS EXPENSE		25.00			

11/7/2018

17181	DTE ENERGY	11/07/2018	11/30/2018	528.42	0.00	Paid	Y
	TWP HALL NOV 2018	BRENT KILPELA					11/14/2018
	101-265-920.00	TWP HALL ELECTRICITY EXPENSE		528.42			

11/8/2018

17182	DTE ENERGY	11/08/2018	11/30/2018	177.71	0.00	Paid	Y
	2700 TOOLEY RD NOV 2018	BRENT KILPELA					11/14/2018
	592-442-920.00	WWTP ELECTRICITY EXPENSE		177.71			

11/8/2018

17183	DTE ENERGY	11/08/2018	11/30/2018	209.71	0.00	Paid	Y
	3888 OAKGROVE RD NOV 2018	BRENT KILPELA					11/14/2018
	592-442-920.00	WWTP ELECTRICITY EXPENSE		209.71			

11/08/2018

17184	DTE ENERGY	11/08/2018	11/30/2018	4,014.68	0.00	Paid	Y
	1222 PACKARD DR NOV 2018	BRENT KILPELA					11/14/2018
	592-442-920.00	WWTP ELECTRICITY EXPENSE		4,014.68			

11/08/2018

17185	DTE ENERGY	11/08/2018	11/30/2018	205.10	0.00	Paid	Y
	2559 W GRAND RIVER NOV 2018	BRENT KILPELA					11/14/2018
	592-442-920.00	WWTP ELECTRICITY EXPENSE		205.10			

11/8/2018

17186	DTE ENERGY	11/08/2018	11/30/2018	269.22	0.00	Paid	Y
	1034 AUSTIN CT NOV 2018	BRENT KILPELA					11/14/2018
	592-442-920.00	WWTP ELECTRICITY EXPENSE		269.22			

12/03/2018 09:47 AM
 User: BRENT KILPELA
 DB: Howell Twp

Inv Num	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
11/08/2018	DTE ENERGY	11/08/2018	11/30/2018	307.32	0.00	Paid	Y
17187	1575 N BURKHART NOV 2018	BRENT KILPELA					
	592-442-920.00	WTWP ELECTRICITY EXPENSE		307.32			11/14/2018
0043169	CREATURE CONTROL	11/14/2018	12/14/2018	130.00	0.00	Paid	Y
17188	2 MUSKRATS REMOVED	BRENT KILPELA					
	592-442-801.00	WTWP CONTRACTED SERVICES EXPENSE		130.00			11/14/2018
2150510	CARLISLE WORTMAN ASSOC, INC.	11/15/2018	11/22/2018	320.00	0.00	Paid	Y
17189	BD Bond Refund	BRENT KILPELA					
	101-000-203.00	BSP18-0010		320.00			11/14/2018
2150509	CARLISLE WORTMAN ASSOC, INC.	11/15/2018	11/22/2018	200.00	0.00	Paid	Y
17190	BD Bond Refund	BRENT KILPELA					
	101-000-203.00	BSP17-0003		200.00			11/14/2018
11/15/2018	LIV CO MUNIC CLERKS ASSOC	11/15/2018	11/30/2018	40.00	0.00	Paid	Y
17191	CLERKS'S CHRISTMAS PARTY RSVP FOR	BRENT KILPELA					
	101-215-957.00	CLERK DUES & SUBSCRIPTION EXPENSE		40.00			11/15/2018
11/19/2018	LIVINGSTON COUNTY TREASURER	11/19/2018	11/25/2018	1,327.01	0.00	Paid	Y
17192	STAXES 11/1/2018 - 11/18/2018	BRENT KILPELA					
	703-000-228.00	TAX DUE TO COUNTY SUMMER		1,327.01			11/20/2018
11/19/2018	LIV EDUC SERVICE AGENCY	11/19/2018	11/25/2018	1,321.43	0.00	Paid	Y
17193	STAXES 11/1/2018 - 11/15/2018	BRENT KILPELA					
	703-000-227.00	TAX DUE TO LESEA SUMMER		1,321.43			11/20/2018
11/19/2018	LIVINGSTON COUNTY TREASURER	11/19/2018	11/25/2018	2,392.28	0.00	Paid	Y
17194	STAXES 11/1/2018 - 11/15/2018	BRENT KILPELA					
	703-000-228.01	TAX DUE TO COUNTY SET SUMMER		2,392.28			11/20/2018
11/19/2018	HOWELL PUBLIC SCHOOLS	11/19/2018	11/25/2018	2,018.92	0.00	Paid	Y
17195	STAXES 11/1/2018 - 11/15/2018	BRENT KILPELA					
	703-000-225.01	TAX DUE TO HOWELL SCHLS OPER SUMMER		2,018.92			11/20/2018
11/19/2018	HOWELL PUBLIC SCHOOLS	11/19/2018	11/25/2018	1,175.77	0.00	Paid	Y
17196	STAXES 11/1/2018 - 11/15/2018	BRENT KILPELA					
	703-000-225.00	TAX DUE TO HOWELL SCHLS DEBT SUMMER		1,175.77			11/20/2018

User: BRENT KILPELA
DB: Howell Twp

Inv Num	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
193730	SPICER GROUP	11/19/2018	11/26/2018	313.55	0.00	Paid	Y 11/20/2018
17197	BD Bond Refund 101-000-203.00	BRENT KILPELA BSP18-0009		313.55			
193733	SPICER GROUP	11/19/2018	11/26/2018	1,104.00	0.00	Paid	Y 11/20/2018
17198	BD Bond Refund 101-000-203.00	BRENT KILPELA BSP18-0010		1,104.00			
11/20/2018	JULIUS DAUS III ZONING MILEAGE 101-402-860.00	11/20/2018 BRENT KILPELA	11/27/2018	92.11	0.00	Paid	Y 11/20/2018
11/12/2018	DTE ENERGY 1216 PACKARD DR NOV 2018 592-442-920.00	11/12/2018 BRENT KILPELA	12/04/2018	34.96	0.00	Paid	Y 11/20/2018
193741	SPICER GROUP	11/16/2018	12/16/2018	2,878.00	0.00	Paid	Y 11/20/2018
17201	COMM & IND SEWER USER AUDIT 592-441-801.02	BRENT KILPELA UTILITY BILLING AUDITS/STUDIES EXPENSE		2,878.00			
2150507	CARLISLE WORTMAN ASSOC, INC. AMERICAN LEGION BILLBOARD 101-400-801.00	11/13/2018 BRENT KILPELA	12/13/2018	45.00	0.00	Paid	Y 11/20/2018
2150508	CARLISLE WORTMAN ASSOC, INC. GENERAL CONSULTATION 101-400-801.00	11/13/2018 BRENT KILPELA	12/13/2018	800.00	0.00	Paid	Y 11/20/2018
17203	CARLISLE WORTMAN ASSOC, INC. GENERAL CONSULTATION 101-400-801.00	11/13/2018 BRENT KILPELA	12/13/2018	800.00	0.00	Paid	Y 11/20/2018
2150506	CARLISLE WORTMAN ASSOC, INC. 2018 PARKS & REC MASTER PLAN 220-000-801.00	11/13/2018 BRENT KILPELA	12/13/2018	2,640.00	0.00	Paid	Y 11/20/2018
8/30/2018	CHRIS' TREE SERVICE LLC TREE REMOVAL TWP HALL 101-265-930.00	08/30/2018 BRENT KILPELA	11/20/2018	1,200.00	0.00	Paid	Y 11/20/2018
17205	CHRIS' TREE SERVICE LLC TREE REMOVAL TWP HALL 101-265-930.00	08/30/2018 BRENT KILPELA	11/20/2018	1,200.00	0.00	Paid	Y 11/20/2018
7326847	GABRIDGE & COMPANY, PLC PROGRESS BILLING FOR 17-18 AUDIT 101-000-237.00	11/16/2018 BRENT KILPELA	12/01/2018	4,500.00	0.00	Paid	Y 11/20/2018
17206	GABRIDGE & COMPANY, PLC PROGRESS BILLING FOR 17-18 AUDIT 101-000-237.00	11/16/2018 BRENT KILPELA	12/01/2018	4,500.00	0.00	Paid	Y 11/20/2018

User: BRENT KILPELA
DB: Howell Twp

Inv Num	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
6784	NORTHERN PLUMBING, INC	11/10/2018	11/20/2018	460.00	0.00	Paid	Y 11/20/2018
	SERVICE CALL	BRENT KILPELA					
	101-265-930.00	TWP HALL GROUNDS EQUIP	REPAIR EXPENSE	460.00			
57989	MICRO WORKS COMPUTING, INC	11/13/2018	12/03/2018	150.00	0.00	Paid	Y 11/20/2018
	SET-UP SPARE COMPUTER	BRENT KILPELA					
	101-265-728.01	TWP HALL IT SUPPORT EXPENSE		150.00			
57944	MICRO WORKS COMPUTING, INC	11/09/2018	11/29/2018	37.50	0.00	Paid	Y 11/20/2018
	SET-UP PRINTER	BRENT KILPELA					
	101-265-728.01	TWP HALL IT SUPPORT EXPENSE		37.50			
725491299	CINTAS CORPORATION #725	11/20/2018	12/10/2018	65.64	0.00	Paid	Y 11/20/2018
	BLUE MATS	BRENT KILPELA					
	101-265-775.00	TWP HALL OFFICE CLEANING & MAINT EXPENS		65.64			
93719	TRUE VALUE HARDWARE	11/17/2018	12/15/2018	3.98	0.00	Paid	Y 11/20/2018
	FITTINGS	BRENT KILPELA					
	592-442-956.00	TWP MISCELLANEOUS EXPENSE		3.98			
739220	USA BLUEBOOK	11/15/2018	12/15/2018	63.40	0.00	Paid	Y 11/20/2018
	HOOR METER	BRENT KILPELA					
	592-442-956.00	TWP MISCELLANEOUS EXPENSE		63.40			
35502	INFRAMARK, LLC	11/01/2018	12/01/2018	24,303.46	0.00	Paid	Y 11/20/2018
	WWTWP MAINT. NOVEMBER 2018	BRENT KILPELA					
	592-442-801.00	TWP CONTRACTED SERVICES EXPENSE		24,303.46			
181209	M & K JETTING AND TELEVISIONG	11/15/2018	12/15/2018	1,670.00	0.00	Paid	Y 11/20/2018
	VAC & HAUL 2 LOADS	BRENT KILPELA					
	592-442-801.00	TWP CONTRACTED SERVICES EXPENSE		1,670.00			
854006222	AT&T LONG DISTANCE	11/06/2018	12/06/2018	1.35	0.00	Paid	Y 11/20/2018
	WWTWP LONG DISTANCE	BRENT KILPELA					
	592-442-850.00	TWP TELEPHONE EXPENSE		1.35			
17215	DTE ENERGY	11/13/2018	12/05/2018	44.78	0.00	Paid	Y 11/20/2018
	271 E HIGHLAND NOV 2018	BRENT KILPELA					
	592-442-920.00	TWP ELECTRICITY EXPENSE		44.78			

User: BRENT KILPELA DB: Howell Twp

Inv Num	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
17219	AT&T	11/12/2018	12/06/2018	75.13	0.00	Paid	Y 11/27/2018
	517 552-1956 FOR NOV 2018						
	592-442-850.00			75.13			
	WTWP TELEPHONE EXPENSE						

Inv Ref#	GL Distribution	Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
517552195611							

Inv Num	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
17220	JOE RAICA EXCAVATING, INC	11/20/2018	12/01/2018	11,934.20	0.00	Paid	Y 11/27/2018
	SAND FILTER LEAK REPAIR						
	592-442-801.00			11,934.20			
	WTWP CONTRACTED SERVICES EXPENSE						

# of Invoices:	82	# Due:	0	Totals:	98,582.54	0.00
# of Credit Memos:	0 <td># Due:</td> <td>0 <td>Totals:</td> <td>0.00</td> <td>0.00</td> </td>	# Due:	0 <td>Totals:</td> <td>0.00</td> <td>0.00</td>	Totals:	0.00	0.00

Net of Invoices and Credit Memos: 98,582.54

Agrees with Clerk Register BK

TOTALS BY FUND						
101 - GENERAL FUND	23,718.42			0.00		
220 - RECREATION FUND	2,640.00			0.00		
592 - SWR/WTR	63,988.71			0.00		
703 - TAX FUND	8,235.41			0.00		

TOTALS BY DEPT/ACTIVITY						
000 - OTHER	26,410.53			0.00		
101 - TOWNSHIP BOARD	45.00			0.00		
191 - ELECTIONS	293.45			0.00		
209 - ASSESSING	395.50			0.00		
215 - CLERK	40.00			0.00		
253 - TREASURER	1,623.79			0.00		
265 - TOWNSHIP HALL	8,399.50			0.00		
268 - TOWNSHIP AT LARGE	2,297.02			0.00		
276 - CEMETERY	1,118.50			0.00		
400 - PLANNING COMMISSION	845.00			0.00		
402 - ZONING ADMINISTRATION	92.11			0.00		
441 - UTILITY BILLING	2,878.00			0.00		
442 - WWTP	54,144.14			0.00		

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL FUND CHECKING				
11/12/2018	GEN	101001570 (E)	CINTAS CORPORATION #725	65.64
11/12/2018	GEN	17072	BS&A SOFTWARE	2,064.00
11/12/2018	GEN	17073	CAREFREE MAINTENANCE CO.	230.00
11/12/2018	GEN	17074	ECONO PRINT	1,623.79
11/12/2018	GEN	17075	FAHEY SCHULTZ BURZYCH RHODES	1,905.00
11/12/2018	GEN	17076	JEAN GRAHAM	293.45
11/12/2018	GEN	17077	MICHIGAN.COM	224.02
11/12/2018	GEN	17078	LCAA	20.00
11/12/2018	GEN	17079	MASTER MEDIA	102.28
11/12/2018	GEN	17080	SPICER GROUP	2,131.00
11/12/2018	GEN	17081	STATE OF MICHIGAN	225.00
11/12/2018	GEN	17082	WHITLOCK BUSINESS SYSTEMS	150.50
11/20/2018	GEN	101001571 (E)	CINTAS CORPORATION #725	65.64
11/20/2018	GEN	101001572 (E)	DTE ENERGY	528.42
11/20/2018	GEN	101001573 (E)	MICHIGAN.COM	45.00
11/20/2018	GEN	101001574 (E)	MICRO WORKS COMPUTING, INC	187.50
11/20/2018	GEN	17083	ACCIDENT FUND OF MICHIGAN	3,272.00
11/20/2018	GEN	17084	CARLISLE WORTMAN ASSOC, INC.	4,005.00
11/20/2018	GEN	17085	CHRIS' TREE SERVICE LLC	1,200.00
11/20/2018	GEN	17086	COMPLETE OUTDOOR SERVICES, INC.	1,118.50
11/20/2018	GEN	17087	JULIUS DAUS III	92.11
11/20/2018	GEN	17088	DTE ENERGY	392.02
11/20/2018	GEN	17089	GABRIDGE & COMPANY, PLC	4,500.00
11/20/2018	GEN	17090	LIV CO MUNIC CLERKS ASSOC	40.00
11/20/2018	GEN	17091	NORTHERN PLUMBING, INC	460.00
11/20/2018	GEN	17092	SPICER GROUP	1,417.55

GEN TOTALS:

Total of 26 Checks:	26,358.42
Less 0 Void Checks:	0.00
Total of 26 Disbursements:	26,358.42

Bank TAX TAX CHECKING

11/20/2018	TAX	5189	HOWELL PUBLIC SCHOOLS	2,018.92
11/20/2018	TAX	5190	HOWELL PUBLIC SCHOOLS	1,175.77
11/20/2018	TAX	5191	LIV EDUC SERVICE AGENCY	1,321.43
11/20/2018	TAX	5192	LIVINGSTON COUNTY TREASURER	1,327.01
11/20/2018	TAX	5193	LIVINGSTON COUNTY TREASURER	2,392.28

TAX TOTALS:

Total of 5 Checks:	8,235.41
Less 0 Void Checks:	0.00
Total of 5 Disbursements:	8,235.41

Bank UTYCK UTILITY CHECKING

11/12/2018	UTYCK	2412	COVENANT ENVIRONMENTAL L.L.C.	1,331.02
11/12/2018	UTYCK	2413	CREATURE CONTROL	260.00
11/12/2018	UTYCK	2414	CUMMINS BRIDGEWAY, LLC	193.94
11/12/2018	UTYCK	2415	HOLZER ELECTRIC, INC.	6,750.00
11/12/2018	UTYCK	2416	PACE ANALYTICAL	225.00
11/12/2018	UTYCK	2417	PARKSON CORPORATION	6,694.57
11/12/2018	UTYCK	2418	SPICER GROUP	272.00
11/12/2018	UTYCK	2419	TRUE VALUE HARDWARE	9.16
11/12/2018	UTYCK	2420	USA BLUEBOOK	142.28
11/12/2018	UTYCK	590002707 (E)	AT&T	80.67
11/12/2018	UTYCK	590002708 (E)	CONSUMERS ENERGY	82.43
11/12/2018	UTYCK	590002709 (E)	CONSUMERS ENERGY	15.74
11/12/2018	UTYCK	590002710 (E)	DTE ENERGY	408.68
11/12/2018	UTYCK	590002711 (E)	DTE ENERGY	81.04
11/12/2018	UTYCK	590002712 (E)	DTE ENERGY	123.35
11/12/2018	UTYCK	590002713 (E)	FIRE PROTECTION PLUS, INC	590.50
11/27/2018	UTYCK	2421	AT&T LONG DISTANCE	1.35
11/27/2018	UTYCK	2422	CREATURE CONTROL	325.00
11/27/2018	UTYCK	2423	INFRAMARK, LLC	24,303.46
11/27/2018	UTYCK	2424	JOE RAICA EXCAVATING, INC	11,934.20
11/27/2018	UTYCK	2425	M & K JETTING AND TELEVISIONING	1,670.00
11/27/2018	UTYCK	2426	MCMASTER-CARR	32.00
11/27/2018	UTYCK	2427	SPICER GROUP	2,878.00
11/27/2018	UTYCK	2428	TRUE VALUE HARDWARE	82.14
11/27/2018	UTYCK	2429	USA BLUEBOOK	163.57
11/27/2018	UTYCK	590002714 (E)	AT&T	75.13
11/27/2018	UTYCK	590002715 (E)	DTE ENERGY	177.71

Check Date	Bank	Check	Vendor Name	Amount
11/27/2018	UTYCK	590002716(E)	DTE ENERGY	209.71
11/27/2018	UTYCK	590002717(E)	DTE ENERGY	4,014.68
11/27/2018	UTYCK	590002718(E)	DTE ENERGY	205.10
11/27/2018	UTYCK	590002719(E)	DTE ENERGY	269.22
11/27/2018	UTYCK	590002720(E)	DTE ENERGY	307.32
11/27/2018	UTYCK	590002721(E)	DTE ENERGY	34.96
11/27/2018	UTYCK	590002722(E)	DTE ENERGY	44.78

UTYCK TOTALS:

Total of 34 Checks:	63,988.71
Less 0 Void Checks:	0.00
Total of 34 Disbursements:	63,988.71

REPORT TOTALS:

Total of 65 Checks:	98,582.54
Less 0 Void Checks:	0.00
Total of 65 Disbursements:	98,582.54

*C Agrees with Invoice
Register BK*