

**MARION TOWNSHIP
BOARD OF TRUSTEES REGULAR MEETING
2877 W. Coon Lake Rd, Howell, MI 48843
Thursday, August 24, 2017
7:30 p.m.**

Call to Order

Pledge of Allegiance

Members Present/Members Absent

Call to the Public

- 1.) Approval of Agenda
- 2.) Consent Agenda
 - a.) Approval of August 10, 2017 Regular Meeting Minutes
 - b.) August 15, 2017 HAPRA Minutes
 - c.) August 16, 2017 MHOG Agenda/Minutes
 - d.) August 16, 2017 HAFDA Agenda/Minutes
- 3.) Sewer Budget
- 4.) Rurik Road Invoice
- 5.) New Sound Equipment (Bring Back)
- 6.) Planning Commission Membership (Bring Back)
- 7.) Zoning Administrator Suggestions
- 8.) Assessor
- 9.) WWTP Operation/Lift Station Communications (bring back)

Correspondence/Updates

Livingston County Update

Call to the Public

Adjournment

MARION TOWNSHIP
2877 W. Coon Lake Rd.
Howell MI 48843
BOARD OF TRUSTEES
REGULAR MEETING
AUGUST 10, 2017

MEMBERS PRESENT: Tammy Beal, Les Andersen, Greg Durbin, Dan Lowe, Scott Lloyd, Bob Hanvey, and Duane Stokes

MEMBERS ABSENT: None

OTHERS PRESENT: Mike Kehoe, Township Attorney; Tom Meagher, Township Special Attorney

CALL TO ORDER

Bob Hanvey called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

BOARD MEMBERS PRESENT

The board members introduced themselves.

CALL TO THE PUBLIC

Bruce Powelson provided the board members with a summary of the recent MTA seminar he attended.

APPROVAL OF AGENDA

Additional items were added to the agenda: Zoning Ordinance Text Amendments, Zoning Administrator Responsibilities, Crystalwood SAD. Greg Durbin motioned to approve the agenda as amended. Les Andersen seconded. **Motion carried.**

CONSENT AGENDA

Les Andersen motioned to approve the consent agenda. Tammy Beal seconded. **Motion carried.**

EDC CONTRACT EXTENSION

Phil Santer from SPARK and Rich Perlberg from the EDC gave a presentation on the services they provide to the community and to ask for the township's support. Duane Stokes asked if the groups received support from the local chambers of commerce; Mr. Perlberg said yes. Local municipalities currently contribute about 75% of the total budget; in the future, they hope to have 1/3 from townships, 1/3 from the county, and 1/3 from private contributions. Bob Hanvey asked how the township sees the return on its investment. Mr. Perlberg said many of the benefits are intangible.

Les Andersen motioned to not support the renewal for the next three-year period. Scott Lloyd seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Durbin, Andersen, Stokes—all yes. **Motion carried 7-0.**

ZONING ADMINISTRATOR POSITION

The three applicants were present: Ginny Waltz, Tracey York, and Dave Hamann.

Ms. Waltz summarized her work experience for the board members. Scott Lloyd said her desired hourly rate is what the previous zoning administrator asked for; Ms. Waltz said it was less. Greg Durbin asked if the salary requested was flexible; Ms. Waltz said it would depend on the offer.

Tracey York introduced herself and summarized her work experience. She said she doesn't know a lot about zoning, but is a quick learner. Greg Durbin asked if she understood the role of the zoning administrator; Ms. York said very little.

Dave Hamann summarized his work experience and his experience working on various township boards. Duane Stokes asked what he felt the most challenging ZBA case was while he was on the ZBA; Mr. Hamann said a case on Truhn Rd involving a 66' easement.

Ms. York asked about the organizational structure of the township, and who does the zoning administrator report to. Mr. Hanvey said to him. Greg Durbin asked Mr. Hamann what his job function at Ford Motor Company was; Mr. Hamann said mainframe and software support.

Scott Lloyd motioned to offer the zoning administrator position to Dave Hamann. Greg Durbin seconded. Roll call vote: Durbin, Stokes, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Motion carried 7-0.**

Scott Lloyd motioned to set the starting pay at \$20 per hour. Tammy Beal seconded. Roll call vote: Beal, Andersen, Stokes, Durbin, Lowe, Hanvey, Lloyd—all yes. **Motion carried 7-0.**

Les Andersen asked whether the zoning administrator should be taking notes for the minutes during the Planning Commission. He also asked whether a stipend should be set for the zoning administrator to attend meetings at the board's request. Board members will send suggestions to Tammy Beal for discussion at the next meeting (deadline is noon on 8/17.)

NEW SOUND EQUIPMENT

Dave Durbin was present to answer any questions the board members had on the proposed equipment. He will check to see whether the recommended unit has a plug-in adapter vs. batteries. Scott Lloyd said he didn't have information yet, but would still like to bring to the next meeting. This agenda item will be postponed until the 8/24 meeting.

CARLISLE WORTMAN ENFORCEMENT CONTRACT

A proposal for an enforcement program is included in the packet. They would charge per case at a cost not to exceed \$320; this includes travel costs, phone calls, and correspondence, but does not include court costs if necessary. Dan Lowe said he doesn't think it's necessary. Les Andersen motioned to use Carlisle Wortman for enforcement issues with board approval for each case. Tammy Beal seconded. Roll call vote: Hanvey—yes; Lowe—no; Durbin—yes; Beal—yes; Lloyd—yes; Stokes—yes; Andersen—yes. **Motion carried 6-1.**

ROADS

An email from Tom Miller, board member for The Meadows, is included in the packet. He is asking for the board's help with the speed limits on D-19 south of I-96. Bob Hanvey asked if anyone had any suggestions; none were heard.

RECYCLING

Tammy Beal updated the board members on this program. The bins were set up on August 1, and the owner of the company passed away on August 5. His sons are going to continue with the business.

WWTP OPERATION/LIFT STATION COMMUNICATIONS

Bob Hanvey said he received a note from Mike Spitler from the Howell Wastewater Treatment Plant and he is still working on getting prices.

PLANNING COMMISSION MEMBERSHIP

Bob Hanvey passed out a memo in regard to his position on the Planning Commission. MTA didn't give a clear answer, but he believes the supervisor is allowed to be a member of the Planning Commission. Dan Lowe disagreed. Greg Durbin said the timing on making this kind of change isn't good with all of the disruption on the staff, and feels Mr. Hanvey does a good job and provides stability. It was agreed to have the attorney review it. Les Andersen asked the attorney about quorums at public hearings, etc. Mr. Kehoe said he feels it's better to err on the side of caution and not have a quorum unless it's posted.

MARION OAKS

Jack Lansing from Capital Construction was present to discuss this project. There is a consent judgment that needs modification. He presented two different plans: the current consent judgment and his new plan that would allow him to keep the clubhouse intact. Bob Hanvey asked the board members who should review this: the attorney, engineer, Planning Commission? Les Andersen said he would like the planner and engineer to review. Les Andersen motioned to send all of the information to the planner and engineer for review, to be paid by the township. Duane Stokes seconded. Roll call vote: Stokes, Beal, Andersen, Lowe, Hanvey, Lloyd, Durbin—all yes. **Motion carried 7-0.**

ZBA REPORT

Dan Lowe reported that one case was heard at the August 7 ZBA meeting. A variance was granted for a garage in the front yard.

ZONING ORDINANCE TEXT AMENDMENTS

Bob Hanvey said that Matt Schroeder has asked the township about his auto repair shop, which is a use permitted by Special Use Permit, and an outdoor RV storage, which is not. He provided a rough draft of an application form for a zoning ordinance text amendment. Les Andersen wants the planner and Planning Commission to review. Les Andersen motioned to have the planner review the proposed RV storage facility zoning text amendment. Duane Stokes seconded. Roll call vote: Lowe, Durbin, Lloyd, Stokes, Andersen, Beal, Hanvey—all yes. **Motion carried 7-0.**

CRYSTALWOOD SAD

Dan Lowe asked why the attorney hasn't seen this yet. Bob Hanvey said he's waiting to hear back from the owner. Mr. Lowe and Mr. Andersen both agree that the percentage of down payment in the agreement should be changed.

CORRESPONDENCE/UPDATES

A letter from the City of Howell regarding the city wastewater treatment rate is included in the packet. Bob Hanvey said the sewer budget hasn't been approved yet, and an asset management plan is now required. He will provide a proposed budget for the next meeting.

Mr. Hanvey passed out a letter of resignation from the assessor. The position has been posted on the MAA website and the township website.

CALL TO THE PUBLIC

Tim Ryan, 459 E. Davis, said he is concerned about the "tweaks" that the board is making to the zoning ordinance. The business that's he's concerned about is in the Rural Residential zoning district and it's not the right area for that type of business. The owner of the business in question, Robert Rochowiak, was also present. He said he bought the existing business and does try to be respectful of the neighbors.

Les Andersen said the MTA summary provided by Bruce Powelson mentioned short-term rentals and he feels that's important.

Les Andersen motioned to extend the meeting beyond 9:30 pm. Duane Stokes seconded. Motion carried.

MITCH HARRIS LITIGATION CLOSED SESSION

At 9:35 pm, Les Andersen motioned to go into a closed session to consult with the township attorney regarding the settlement strategy in connection with the Mitch Harris pending litigation because an open meeting would have a detrimental financial effect on the litigation or settlement position of the township. Duane Stokes seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Durbin, Andersen, Stokes—all yes. **Motion carried 7-0.**

Motion by Les Andersen at 10:05 pm to return to open session, supported by Greg Durbin. Roll call vote: Beal, Lowe, Andersen, Durbin, Stokes, Lloyd, Hanvey—all yes. **Motion carried 7-0.**

ADJOURNMENT

Les Andersen motioned to adjourn at 10:06 pm. Duane Stokes seconded. Motion carried.

Submitted by: S. Longstreet

Tammy L. Beal, Township Clerk Date

Robert W. Hanvey, Township Supervisor Date



Howell Area Parks & Recreation Authority

Bennett Recreation Center

Board Meeting Minutes

August 15, 2017

Call to Order Chairperson Sean Dunleavy called the meeting to order at 7:01 PM.

Attendance: Chairman Sean Dunleavy, Vice Chairperson Diana Lowe, Treasurer Bob Ellis, Secretary Tammy Beal

Absent: Trustee Jean Graham

Staff: Director Paul Rogers, Kyle Tokan, Tim Church, Lauren Rackov, Eric Kraus

Public: None

Pledge of Allegiance

Approval of Agenda

Motion by Diana Lowe to approve the agenda as presented, supported by Bob Ellis. **Motion carried 4-0.**

Approval of Regular Minutes from July 18, 2017

Motion by Bob Ellis to approve the minutes from the July 18, 2017 regular meeting, supported by Diana Lowe. **Motion carried 4-0.**

Call to the Public

None Heard

Staff Comments

None Heard

Resolution 17-06 Revised Deficit Elimination Plan

Director Rogers explained that the State did not accept the Deficit Elimination Plan again, so Director Rogers called the State and found out that they wanted the figures right on the resolution with individual line items and explanations as to what will be done to remedy the situation. Motion by Bob Ellis to accept Resolution #17-07 the Revised Deficit Elimination Plan, supported by Diana Lowe. Roll call vote-Ellis, Lowe, Beal, Dunleavy-all yes.

Resolution passed 4-0.

Revisions to Financial Policies & Procedures Handbook

The Director presented the board with the changes to the Policies & Procedures Handbook, they were mainly dates because of the change in the fiscal year, Active Net was changed to RecPro and Forte is the third party vendor that processes credit card receipts. Motion by Tammy Beal to accept the Financial Policies & Procedure Handbook with changes, supported by Bob Ellis. **Motion carried 4-0.**

Revisions to Background Screening Policies & Procedures Handbook

The changes to this handbook were just cleaning up the format to make it more uniform. Motion by Diana Lowe to accept the Background Screening Policies & Procedures Handbook with changes, supported by Bob Ellis. **Motion carried 4-0.**

Flower Policy

Director presented this policy handbook to see if we wanted to it to continue; it follows Howell City's policy. Motion by Diana Lowe to accept and continue with the Flower Policy Handbook as presented, supported by Bob Ellis. **Motion carried 4-0.**

Revisions to the Preschool Policies & Procedures Handbook

The Director explained that the dates were up dated and made more generic, this policy is required by the State for licensing. Motion by Bob Ellis to accept the Preschool Policies & Procedures Handbook with changes, supported by Tammy Beal. **Motion carried 4-0.**

Revisions to the Travel Policies Handbook

The Director explained that there is no longer a recreation van so that section of the handbook was eliminated. Oceola Community Center, Youth Services Center and Aquatic Fitness Center was added. Also employees must submit original itemized receipt to be reimbursed and the mileage reimbursement will be based on the established IRS rate. Motion by Diana Lowe to accept the amended Travel Policies, supported by Tammy Beal. **Motion carried 4-0.**

Revisions to Scholarship & Reduced Fee Policies & Procedures Handbook

The Director explained that Howell Township was added to the Policy Handbook and application, fiscal year dates were changed and assistance is only available for programs that cost \$25 or more. Motion by Bob Ellis to accept the Scholarship & Reduced Fee Policies & Procedures Handbook, supported by Tammy Beal. **Motion carried 4-0.**

Capital Improvement Concrete Slab and Community Garden Patio Area

Bids were received for a concrete slab and brick community garden patio area. This was not budgeted for so a budget amendment will have to be made. A portion of this project will be funded by the Freudenburg Help/Chem Trend grant. Motion by Bob Ellis to approve the concrete slab and garden brick patio estimate, not to exceed \$25,000, supported by Diana Lowe. **Motion carried 4-0.**

New Director Search

Search committee made up of Sean Dunleavy, Diana Lowe and Jen Savage have meet and would like to add some items to the Director's job description. They would like the new Director to promote a mission and

vision for the Authority to the community, staff, board and participants. They would like to finish the job description this week, post the job the entire month of September. Jen will accept applications; on October 2nd the search committee will review the applications and narrow them down to 6 finalists. On October 6th the search committee will conduct phone interviews of those 6 applicants and on October 30th they will bring the best 3 applicants to a special meeting at 5:00 pm for the board to interview. Barbara from Paychex will be asked to assist in the advertising and interviewing. The advertisement for new Director will be placed in the MML, NRPA, MTA, MPARKS as well as the Park website. Additional requests for the new Director-to promote community, duties as assigned and monthly reports for the jurisdictions to take back to their boards. Board would like the new Director to overlap with the present Director for one month for training.

Check Register

Nothing unusual

Bank Statements

No balances and the savings account statement is included for the new savings account.

Financial Reports ending July 31, 2017

Bob Ellis reported that as of the end of July 66% of the revenues had been received and 53% of the expenses have been paid for.

Directors Report

- Melon Fest is this weekend. The Director had a meeting today with all the staff and asked questions of each of them to make sure they are prepared for the event. They are 98% ready.
- One Great Day of Caring is tomorrow and Rotary has volunteered to paint the preschool room; there is also a GM Group that will be painting some rooms at the aquatic center.
- Director thanked the staff for doing a tremendous job on the planning of Melon Fest

Old Business

- Pool Director Dave reported that there were 2200 swimmers that used the pool in July, 227 children in swim lessons, 900 in exercise programs and 400 people used the Oceola Center.

New Business

- Next Tuesday-Friday the Director will be off of work.
- Howell City representative Bob Ellis reported that the City has secured property North of M-59 near the cemetery for two full ball fields and 2 small ball fields.

Next Meeting

The next regular scheduled meeting will be Tuesday, September 19, 2017 -7:00 pm at Bennett Center.

Motion to adjourn at 7:50 p.m. by Bob Ellis, supported by Diana Lowe. **Motion carried 4-0.**

Approved

Date

Respectively Submitted by:

MHOG Water Authority Meeting

August 16, 2017

5:00 PM at Oceola Township Hall

AGENDA

- 1. Approval of the Minutes of July 19, 2017**
- 2. Call to Public**
- 3. Reports**
 - **Staff Reports: Greg Tatara and Tesha Humphriss**
 - **Treasurer (Robin Hunt)**
 - **Engineer (Gary Markstrom)**
 - **CPA (Ken Palka)**
- 4. New Business**
 - **Correspondence**
- 5. Old Business**
- 6. Adjournment**

MHOG Water Authority Meeting MINUTES

The Marion, Howell, Oceola, Genoa Water Authority met on July 19, 2017 at 5:00 PM at the Oceola Township Hall. Members present were Bamber, Coddington, Schuhmacher, Rogers, Lowe, Howard, Hanvey & Hunt.

The meeting was called to order by Chairman Hanvey.

A motion was made by Rogers to approve the minutes of the June 21, 2017 meeting. The motion was seconded by Schuhmacher and carried.

A call to the public was held.

A motion was made Howard to approve expenditures of \$747,182.50 from the M.H.O.G. Operating Fund represented by checks numbered 7301 thru 7331 and for payroll checks numbered 7338 thru 7340 and for direct deposit debits 301 thru 305. The motion was seconded by Schuhmacher and carried.

A motion was made by Rogers to approve an expenditure of \$13,515.00 from the M.H.O.G. Capital Replacement Reserve Fund represented by check #1029. The motion was seconded by Howard and carried.

A motion was made by Schuhmacher to approve an expenditure of \$6,500.00 from the Capital Reserve Improvement Fund represented by check #1103. The motion was seconded by Coddington and carried.

A motion was made by Hunt to adjourn. The motion was seconded by Rogers and carried.

William J. Bamber, Secretary

HOWELL AREA FIRE AUTHORITY MEETING

Oceola Township Hall

1577 N. Latson Rd. – Howell, MI

August 16, 2017 – 6:00 PM

Authority Board
Members and Other
Officials:

- | | |
|--|--|
| Bill Bamber
Oceola Township
<i>Chairman</i> | 1. Meeting called to order at 6:00 pm. |
| | 2. Pledge of Allegiance (all stand) |
| | 3. Approve minutes of the regular meeting of July 19, 2017. |
| Mike Coddington
Howell Township
<i>Vice Chairman</i> | 4. Call to Public (items not on agenda) |
| | 5. Introduction of new Asst. Sec/Treas to Board, Laura Walker. |
| Mark Fosdick
Cohoctah Township
<i>Secretary</i> | 6. Discussion/Approval: Livingston County Form L-4029- 2017 Tax Rate Request. |
| | 7. Discussion/Approval: Howell Area Fire Authority Resolution #02-17 Amendment to Investment Policy. |
| Robert Hanvey
Marion Township
<i>Member</i> | 8. Discussion/Approval: Howell Area Fire Authority Resolution #03-17 Authorized signers for bank accounts. |
| | 9. Discussion/Approval: Howell Area Fire Authority Resolution #04-17 Authorized Credit Card Holders. |
| Nick Proctor
City of Howell
<i>Treasurer</i> | 10. Fire Chief Update to Board:
a. Ladder 20 refurbishment status.
b. Howell Area Fire Authority Annual Audit. |
| Andy Pless
<i>Fire Chief</i> | 11. Discussion/Approval: Payment of bills and payroll. |
| | 12. New Business |
| Barbara Souchick
<i>Asst. Sec/Treasurer</i> | 13. Old Business : Agreement between Howell Area Fire Authority and the City of Howell reference the Main Station Expansion Project. |
| | 14. Adjourn |

WELCOME!

Visitors are invited to attend all meetings of the Howell Area Fire Authority Board.

If you wish to address the Board you will be recognized by the Chairman.

HOWELL AREA FIRE AUTHORITY

July 19, 2017 – 6:00 pm

Oceola Township Hall – 1577 N. Latson Rd. Howell, MI 48843

Present: Chairman Bill Bamber, Vice Chairman Mike Coddington, Secretary Mark Fosdick, Treasurer Nick Proctor, Member Bob Hanvey, Fire Chief Andy Pless, Asst. Sec/Treas. Barbara Souchick, Attorney Kevin Gentry

Chairman Bill Bamber called the meeting to order at 6:00 pm

Approve the minutes of the regular meeting of June 21, 2017: MOTION by Mr. Proctor, SUPPORT by Mr. Coddington to approve the minutes of the regular meeting of June 21, 2017.
MOTION CARRIED UNANIMOUSLY.

Call to Public: No Response

Discussion/Approval : Annual Election of Board Officers Positions: MOTION by Mr. Hanvey, SUPPORT by Mr. Proctor to retain Mr. Bamber as Board President, Mr. Coddington as Board Vice President, Mr. Fosdick as Secretary and Mr. Proctor as Treasurer.
MOTION CARRIED UNANIMOUSLY.

Approve Payment of Bills and Payroll: MOTION by Mr. Proctor, SUPPORT by Mr. Fosdick to authorize payment of bills and payroll in the amount of \$ 156,365.83. MOTION CARRIED UNANIMOUSLY.

Adjourn: MOTION by Mr. Proctor, SUPPORT by Mr. Fosdick to adjourn the meeting at 6:08 pm.
MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted: _____
Barbara J. Souchick, Asst. Secretary/Treasurer

Approved By: _____
Mark Fosdick, Secretary

MONTHLY UPDATE TO THE BOARD

TO: HOWELL AREA FIRE AUTHORITY BOARD OF DIRECTORS
FROM: ANDY PLESS, FIRE CHIEF
SUBJECT: MONTHLY HAFD REPORT FOR JULY, 2017
DATE: AUGUST 07, 2017

During the month of July the HAFD responded to a total of 123 calls for service. There were 139 calls in July of 2016. The total year-to-date runs for 2017 is 944. Last year's total at the end of July was 827.

Some of the more significant incidents for the month included:

On July 12th Howell Firefighters responded to a working fire in a mobile home in Hometown Howell in the City. On arrival the unoccupied home was fully engulfed in flames. There were no exposures. Cause of the fire was determined to be from an overloaded electrical circuit in the home.

On July 14th Howell Firefighters responded to a report of a possible structure fire at the Sears store in Genoa Township. Brighton Fire was tied up on two other fires. On arrival firefighters found a fire in a roof top HVAC unit on fire. Damage was contained to the unit and minor smoke damage to the interior. Cause of the fire was due to a surge in power due to a downed electrical wire.

On July 16th Howell Firefighters responded to a working garage fire with the home as an exposure in the 2000 block of Livernois in Oceola Township. On arrival firefighters quickly brought the flames under control. The garage was a total loss and damage was limited to smoke staining on the residence. Cause of the fire was determined to be from an overloaded electrical circuit.

Howell Firefighters also responded automatic-aid to Hamburg, Brighton, and Burns Township on 3 additional working building fires throughout the month.

Two of our firefighters successfully completed the National Registry EMT program this month and FF Ryan Pless graduated from the Brighton Fire Academy this month.

Barb Souchick is officially retiring in mid-August and we have hired Laura Walker to take her place. Laura has a background in Human Resources and will be working the same hours as Barb. M-Th 8am to 1pm.

Training for the month of July consisted the annual Drivers training and rodeo. Special thanks to Howell Public Schools for allowing us to use their facilities again this year.

The next meeting of the Howell Area Fire Authority Board is scheduled for Wednesday August 16th, 2016 at 6:00 pm.

**HOWELL AREA FIRE DEPARTMENT
FIRE MARSHAL DIVISION**

1211 W. Grand River
Howell, MI 48843
517-546-0560
FAX: 517-546-6011
firemarshal@howellfire.net

DATE: August 10, 2017
TO: Chief Pless
Fire Authority Board
FROM: Jamil Czubenko, Battalion Chief/Fire Marshal
REF: July 2017 Month End

The month of July 2017 was busy in the Fire Marshal Division.

The FMD participated in emergency responses and department training throughout the month.

The FMD has been involved with new and proposed projects for vacant property and existing buildings throughout our jurisdiction. Proposals and plans for projects continue to be submitted for review and comment.

Planning and meetings continue for the 2017 Howell Melonfest and the Melon Run. The Fire Department will be active throughout the event. The 57th Melonfest is August 18-20, 2017 in Downtown Howell.

To date approximately 2035 kids and 1440 adults have made public education contact with the HAFD, totaling approximately 350 personnel hours.

The HAFD visited 5 homes and installed a total of 10 smoke detectors and 0 CO/Smoke detectors. To date, 84 working smoke detectors plus the 50 smokes and 10 CO/Smoke detectors we've installed.

16 new inspections and 5 re-inspections were completed. 35 plan reviews/consultations and 4 fire safety tests were also completed.

August 2017 brings us more planning for future projects and various fire prevention events.

STATION RESPONSES July 2017

STA. 20 - Main Station		STA. 22 - Oceola Twp.	
Oceola Twp.	3	Oceola Twp.	29
Cohoctah Twp.	9	Cohoctah Twp.	1
Howell Twp.	20	Howell Twp.	1
Marion Twp.	8	Marion Twp.	1
City of Howell	40	City of Howell	2
Mutual Aid	0	Mutual Aid	6
TOTAL:	80	TOTAL:	40
STA. 23 - Marion Twp.		STA. 24 - Cohoctah Twp.	
Oceola Twp.	2	Oceola Twp.	3
Cohoctah Twp.	0	Cohoctah Twp.	11
Howell Twp.	0	Howell Twp.	9
Marion Twp.	11	Marion Twp.	1
City of Howell	2	City of Howell	3
Mutual Aid	2	Mutual Aid	1
TOTAL:	17	TOTAL:	28

Incident List by Alarm Date/Time

Alarm Date Between {07/01/2017} And {07/31/2017}
and District = "MTP "

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
17-0000824-000	07/01/2017	12:47:01	591 COUNTY FARM RD	311 Medical assist, assist EMS c
17-0000825-000	07/01/2017	14:14:54	2950 HIGH HILLCREST DR	444 Power line down
17-0000829-000	07/02/2017	05:48:21	2808 BLACK EAGLE RDG	736 CO detector activation due t
17-0000833-000	07/03/2017	03:46:16	80 SEDUM	311 Medical assist, assist EMS c
17-0000837-000	07/04/2017	19:36:08	977 SEXTON RD	611 Dispatched & cancelled en ro
17-0000840-000	07/05/2017	07:04:06	669 PRINCE EDWARD DR	311 Medical assist, assist EMS c
17-0000852-000	07/07/2017	04:31:13	W COON LAKE RD & PINGREE	311 Medical assist, assist EMS c
17-0000858-000	07/08/2017	10:41:14	4540 PARKER DR	311 Medical assist, assist EMS c
17-0000862-000	07/09/2017	09:10:31	400 WRIGHT RD	745 Alarm system activation, no
17-0000878-000	07/14/2017	23:42:54	55 W COON LAKE RD	311 Medical assist, assist EMS c
17-0000895-000	07/20/2017	09:46:33	591 COUNTY FARM RD	311 Medical assist, assist EMS c
17-0000902-000	07/21/2017	18:50:18	2509 RUBBINS RD	631 Authorized controlled burnin
17-0000910-000	07/23/2017	11:03:47	4540 PARKER DR	311 Medical assist, assist EMS c
17-0000932-000	07/29/2017	21:09:35	2087 PINEBROOK MEADOW CT	561 Unauthorized burning
17-0000944-000	07/31/2017	21:18:57	1260 PINGREE RD	631 Authorized controlled burnin

Total Incident Count 15

**MARION TOWNSHIP
SEWER FUND BUDGET
July 2017 - June 2018**

Proposed

	<u>Proposed '17-'18 Budget</u>
Income	
400 · BILLINGS - OPERATIONS	280,000.00
414 · NEW USER- REU'S PURCHASED	45,000.00
415 · NEW USERS - TAPS	5,000.00
420 · Revenue Misc	
435 ASSESSMENT INTEREST	40,000.00
ASSET MANAGEMENT PLAN (SAW)	80,000.00
440 · INTEREST BANK REVENUE	1,000.00
Total Income	<u>451,000.00</u>
Expense	
600 · CONTRACT LABOR - CITY	30,000.00
605 · SEWER USAGE-CITY OF HOWELL	185,000.00
630 · R & M -	5,000.00
640 · UTILITIES (Electricity & Gas)	15,000.00
645 · TELEPHONE	8,000.00
660 · CONSTRUCTION	
710 · AGENT FEES	-
715 · ADMIN CHGE - GENOA	18,500.00
720 · PROFESSIONAL FEES	20,000.00
721 · LAND ACQUISITION	
721-300 · Home Town Village	30,000.00
Total 721 · LAND ACQUISITION	<u>30,000.00</u>
750 · AUDIT CONTRACT	7,000.00
ASSET MANAGEMENT PLAN (SAW)	80,000.00
775 · OTHER	
Total Expense	<u>398,500.00</u>
Net Income	<u>52,500.00</u>



August 17, 2017

Robert Hanvey, Supervisor
Marion Township
2877 W. Coon Lake Road
Howell, MI 48843

RE: Rurik Drive Improvements
Pay Request #2
Marion Township, Livingston County, MI

Dear Mr. Hanvey:

Please find attached pay request #2 for the Rurik Drive Improvements project. This represents quantities of work complete through August 1, 2017. We have reviewed the quantities and recommend payment in the amount of \$52,229.49.

Payment should be made to:

Fonson Company, Inc.
7644 Whitmore Lake Road
Brighton, MI 48116

If you have any questions or require any additional information, please feel free to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read "Philip A. Westmoreland".

Philip A. Westmoreland, P.E.
Senior Project Manager
SPICER GROUP, INC.
125 Helle Blvd., Suite 2
Dundee, MI 48131

CC: SGI File

Rurik Drive Improvements
 Marion Township, Livingston County
 Pay Request #2



Item No.	Contract Quantity	Paid Quantity	Unit	Description	Unit Price	Contract Amount	Total Installed Amount
1	1	1	LS	Mobilization	\$ 9,625.00	\$ 9,625.00	\$ 9,625.00
2	550	560	Syd	Pavt, Rem	\$ 12.50	\$ 6,875.00	\$ 7,000.00
3	1	1	LS	Silt Fence	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
4	150	202	Lft	Ditch Cleanout	\$ 22.50	\$ 3,375.00	\$ 4,545.00
5	25	0	Cyd	Open Channel Excavation	\$ 135.00	\$ 3,375.00	\$ -
6	180	0	Cyd	Subgrade Undercutting, Type II	\$ 62.00	\$ 11,160.00	\$ -
7	30	0	Syd	Aggregate Base (6 inch)	\$ 95.00	\$ 2,850.00	\$ -
8	1	1	Ea	Remove Culvert	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00
9	20	40	Lft	Culvert, CL A, 12 inch	\$ 150.00	\$ 3,000.00	\$ 6,000.00
10	110	130.15	Ton	HMA, MDOT 13A	\$ 188.00	\$ 20,680.00	\$ 24,468.20
11A	11,000	11020	Syd	Seal, Double Chip	\$ 4.65	\$ 51,150.00	\$ 51,243.00
12	4,500	1,744	SF	Restoration	\$ 1.50	\$ 6,750.00	\$ 2,616.00
13	1	0.5	LS	Traffic Control	\$ 7,970.00	\$ 7,970.00	\$ 3,985.00
Sub-Total						\$ 131,710.00	\$ 114,382.20
Less Retainage 5%							\$ 5,719.11
Less Previous Payments							\$ 56,433.60
AMOUNT PAYABLE - Pay Request #1							\$ 52,229.49

Change Orders

ACCEPTED: by Engineer

APPROVED: by Owner

SUBMITTED: by Contractor

Philip A. Westmoreland, P.E.
 SPICER GROUP, INC.

Marion Township, Livingston County

Fonson Company, Inc.

DATE: _____

DATE: _____

DATE: _____

Zoning Administrator Pay Scale Suggestions

- The former Zoning Administrator was paid \$80 to attend and participate during the ZBA meetings. I suggest that the new Zoning Administrator receives the same pay, \$80 per ZBA meeting.
- The former Zoning Administrator was also the recording secretary during the Planning Commission meetings, depending on the length of the meeting she could have earned between \$85 and \$160 to attend, participate and take minutes for the meetings. I suggest that the new Zoning Administrator receive the same amount of pay as the former Zoning Administrator did. If the new Zoning Administrator does not wish to take minutes during the meeting than I think he should receive \$80 to attend and participate in the meeting and another person will be compensated for taking minutes.
- If the Zoning Administrator is requested to attend a regular Board of Trustee meeting he should be present for the entire meeting and receive \$80 to attend and participate when required.

Tammy L. Beal
Marion Township Clerk

Recording Secretary Time Sheet

DATE	MEETING	LENGTH OF MEETING	AMOUNT	TRANSCRIPTION TIME	AMOUNT	TOTAL	CODE
			\$			\$	
			\$			\$	
			\$			\$	
			\$			\$	

TOTAL \$ _____

Recording Secretary Rates

\$75 to attend meeting up to two (2) hours in length
 \$25 per hour for each additional hour over two (2) hours (pro-rated for each 1/4 hour)

Transcription Rates

\$10 per hour at two (2) times the length of the meeting
 \$10 hourly rate for transcription is prorated for meetings longer than two (2) hours in duration

Example

- 1/2 hour meeting \$75 + \$10
- 1 hour meeting \$75 + \$20
- 2 hour meeting \$75 + \$40
- 2.5 hour meeting \$87.50 + \$50
- 3 hour meeting \$100 + \$60

***Transcriptions will be done on Recording Secretary's own time, not on township time.
 **If the scheduled Secretary is unable to work their regular scheduled work day, they must contact the Clerks office, so other arrangements can be made for the evenings meeting.*

Recording Secretary CODES

#600 Planning Commission
 #1001 Zoning Board of Appeals
 #1500 Township Board Meeting

APPROVED BY: _____ EMPLOYEE SIGNATURE

① ZBA PAID \$80⁰⁰ IF ASKED BY SUPER. TO ATTEND BOARD MEETING

② MINUTE TAKER PROVIDED FOR PLANNING COMMISSION AT REG. MINUTE TAKER RATE

③ New planning commission members must complete MSU's CITIZEN PLANNER WITHIN 6 MONTHS AS LOSCO DOES.

④ REQUIREMENT IN EMPLOYEE HANDBOOK

ALL PC, ZBA, FULL TIME OFFICE STAFF, ELECTED, MUST TAKE 8HRS - (1 DAY) min.

Relevant training per year.

ALL PAID AT REG. RATE + MILEAGE (ELECTED MILEAGE ONLY)



Asphalt Materials Inc.



Liv.Co **UPDATE**

Monthly News from the
Livingston County Commissioners



August 2017

Livingston County Board of Commissioners

District 1 - Kate Lawrence
(Board Chairwoman)

District 2 - William Green

District 3 - David J. Domas

District 4 - Douglas G.
Helzerman

District 5 - Donald S. Parker

District 6 - Robert J. Bezotte

District 7 - Carol S. Griffith
(Board Vice-Chairwoman)

District 8 - Dennis L. Dolan

District 9 - Gary Childs

"The mission of Livingston County is to be an effective and efficient steward in delivering quality services within the constraints of sound fiscal policy. Our priority is to provide mandated services which may be enhanced and supplemented to improve the quality of life for all who work, reside, and recreate in Livingston County."

Planning A New 911 Central Dispatch Facility



The current 911 Central Dispatch facility is in need of an upgrade to accommodate growing population, demands for service, and evolving technologies. The Board of Commissioners passed a resolution at the August 7th meeting for the planning of a new 911 Central Dispatch facility. A new facility would improve security and allow dispatchers to keep working during emergency situations such as severe weather. Central Dispatch will now take the next steps of gathering detailed construction plans and estimates to accurately calculate the full cost of the project. An agreement with Lindhout Associates for architectural and engineering services has been approved. Various options including remodeling the current facility, adding an addition to the current facility, or constructing a new standalone facility will be considered.

Upcoming Meetings

8/14/2017 - Construction
Committee at 5:30 PM
followed by General
Government at 7:30 PM

8/16/17 - Finance Committee at
7:30 AM followed by Personnel
Committee at 8:00 AM and
followed by Parks & Open
Spaces at 9:00 AM

8/21/2017 - Full Board Meeting at
7:30 PM

8/28/2017 - Infrastructure &
Development & Public Safety
at 7:30 PM

8/30/2017 - Finance Committee
at 7:30 AM

9/5/2017 - Full Board Meeting at
7:30 PM

Medical Examiner Contract With The University of Michigan

The County's current medical examiner and forensic pathology services contract with Sparrow Health System will expire August 31, 2017. In accordance with the County's Purchasing Policy, a formal bid process was performed. After careful review and consideration of the submitted proposals, a contract has been awarded to the University of Michigan, Department of Pathology. The University of Michigan will provide medical examiner and forensic pathology services for a three year period beginning September 1, 2017 and ending September 1, 2020. Options to renew the contract for two additional one year renewals also exist.



Resolutions Passed by the Board of Commissioners & Appointments

- Juvenile Court will submit a grant application to the Department of Health and Human Services and the Michigan Committee on Juvenile Justice to support juveniles and the juvenile system.
- The Building Department, Drain Commissioner's Office, and Environmental Health Division will be purchasing field tablets to use with new permitting software.
- Livingston County's public safety fiber network will be extended from the Village of Pinckney to Putnam Township.
- The Sheriff's Department and 911 Central Dispatch will be purchasing a new scheduling, time, and attendance software system to improve accuracy and efficiency.
- The Board of Commissioners authorized supplemental appropriations to the Fiscal Year 2017 Budget.
- An agreement lasting two years with Concierge Corrections for medical billing asset recovery and management has been approved.
- The Juvenile Court will submit the 2017/2018 Child Care Fund Budget to the State of Michigan.
- A one year clinical contract between Livingston County EMS and the Saint Joseph Mercy Health System for EMS clinical educational experience has been approved.
- The Board has authorized the acceptance of funding from Saint Joseph Mercy Livingston for the purpose of continuing the Prescription for Health program for 2018 and subsequent years.
- An agreement with the Michigan Department of Health and Human Services for the delivery of comprehensive health services from October 1, 2017 through September 30, 2018 has been approved.
- A budget was established for the Land and Water Conservation Fund for the Fillmore County Park Development Project.
- 49 individuals have been appointed to the Livingston County Local Emergency Planning Committee for two-year terms expiring December 31, 2019.
- Jack Hardy has been reappointed to a representative seat on the Livingston County Aeronautical Facilities Board with a term ending July 15, 2022.
- The 2018 Annual Implementation Plan of the Area Agency on Aging 1-B has been approved.

Pending Resolutions

- The Airport needs to update its Airport Layout Plan and will seek authorization for an agreement with C&S Companies of Livonia, Michigan for the update.
- L.E.T.S. will ask the Board to approve MDOT project authorization for preventative maintenance, the purchase of 4 replacement buses, and the purchase of a garage floor sweeper.
- Public Health will ask the Board for consideration of an agreement for the acceptance of funding from Washtenaw County Public Health for the purpose of expanding the Building Health Communities Grant and the Getting to the Heart of the Matter Grant.
- The Sheriff will seek authorization to enter into a contract with the State of Michigan, Office of Highway Safety Planning, for Traffic Enforcement, Secondary Road Patrol, and Traffic Accident Prevention Program Grants.
- The Planning Department is seeking an amendment for recently passed Resolution #2017-07-121 to authorize a Land and Water Conservation Fund grant agreement with the Michigan Department of Natural Resources to develop public outdoor recreation facilities at Fillmore County Park.

Please Note: The Liv.Co Update highlights a portion of resolutions and work completed by the Livingston County Board of Commissioners. Please refer to the Board's meeting minutes for more information regarding specific resolutions. To be redirected to the Board's Meeting Minutes, please click [here](#) or visit www.livgov.com.