

# **BOARD OF TRUSTEES**

## **MINUTES - JANUARY 10, 2013**

**MEMBERS PRESENT: Bob Hanvey, Scott Lloyd, Les Andersen, Dan Lowe, Tammy Beal, Jim Murray, and Paula Wyckoff**

**MEMBERS ABSENT: None**

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### **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**

No response.

### **APPROVAL OF AGENDA**

Bob Hanvey asked to have item #9—Hometown Village Rock, item #10—Cell Tower, and item #11—Howell Public Schools Summer Tax Collection, added to the agenda. Les Andersen motioned to approve the agenda as amended. Paula Wyckoff seconded.

**Motion carried 7-0.**

### **CONSENT AGENDA**

Les Andersen motioned to approve the consent agenda. Jim Murray seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes.

**Motion carried 7-0**

### **RECREATION AUTHORITY—FULL MEMBERSHIP PROPOSAL**

Scott Lloyd questioned whether this item can be brought to the board again, since the board turned down a similar request in June. He said that MTA informed him that one of the opposing members on the board has to bring it back to the board and it requires a 2/3 vote. Bob Hanvey said this proposal is for the next fiscal year's budget, and the previous request was for the current year. Debbie Mikula, HAPRA Director, 925 W. Grand River, was present on behalf of this item. HAPRA is asking for approval from both Marion and Genoa townships at this time so budget planning can be done. Dan Lowe and Scott Lloyd both questioned whether the additional expense is the best use for township funds, as not all residents benefit from the programs, and felt the funds should be used on roads. Bob Hanvey said there is a significant amount already budgeted for roads, and increasing the contribution to HAPRA wouldn't take away from roads. Beth Schrader, 2100 Dutcher Road, said that many families can't afford to pay the higher rates that Marion and Genoa residents have to pay. Bob Hanvey motioned that Marion Township should become a full member of the Howell Area Parks & Recreation Authority with a contribution of \$100,000 beginning with the 7/1/13 budget. Paula Wyckoff seconded. Roll call vote: Wyckoff—yes; Murray—yes; Hanvey—yes; Lloyd—no; Beal—yes; Andersen—yes; Lowe—no. **Motion carried 5-2.**

### **TXT #04-12: DEFINITION OF A FAMILY (FINAL)**

Les Andersen motioned to approve TXT #04-12: Definition of a Family as presented.

Paula Wyckoff seconded. **Motion carried 7-0.**

### **CRYSTALWOOD—PC REVIEW AND COMMENT**

A meeting will be held on Thursday, January 17 at 1:00 pm with Rick Elkow, his attorneys, and the township's attorney to discuss the consent judgment.

**SEWER RATES**

A meeting is scheduled for Tuesday, January 15. No action required at this time.

**TOWNSHIP ROADS**

Bob Hanvey asked the board members to begin thinking about what projects they'd like to budget for. He reminded them about the Bonnie Circle project, and the township agreed to finance part of the special assessment out of the revolving fund. Mr. Hanvey also said he'd like to see some work done on gravel roads, and some crack sealing on the paved roads. The work on the Jewell Road bridge is scheduled for 2014. He'd like to discuss at next month's meeting, as the allocation budget is due in April.

**ZBA REPORT**

Dan Lowe reported on the 22 variance requests from CD Okemos for a gas station/drive-thru fast food/convenience store on the property where On The Road RV Center used to be. Mr. Lowe felt the project cannot go forward without a left turn lane, and would like the LCRC to submit a letter stating that. Several variances were granted and the next step for the applicant will be the Planning Commission.

**HOMETOWN VILLAGE ROCK**

A request was made to place a large rock in the driveway leading back to Phase 3. Dan Lowe said that would be a liability, and an orange safety fence needs to be placed behind the rock. Bob Hanvey will contact the person who made the request (**AI #1.**)

**CELL TOWER**

Bob Hanvey passed out an email from Unison regarding buying out the cell tower lease. The board members declined.

**HOWELL PUBLIC SCHOOLS SUMMER TAX COLLECTION**

Paula Wyckoff motioned to adopt a resolution to collect the school district's taxes on the summer tax bills at \$3 per parcel for Howell Public Schools, as presented, and to authorize the clerk and supervisor to sign the agreement. Les Andersen seconded. Roll call vote: Beal, Andersen, Murray, Wyckoff, Lowe, Hanvey, Lloyd—all yes. **Resolution passed 7-0.**

**CORRESPONDENCE/UPDATES**

Mitch Harris Delinquent Tax Payment: A copy of a check received from Livingston County is included in the packet. Tammy Beal said there is a Heritage Days meeting on Monday, January 14 at the township hall.

**CALL TO THE PUBLIC**

Beth Schrader, 2100 Dutcher Road, said she's very interested in having township-wide internet available. Bob Hanvey invited her to attend the Advantage Livingston Placemaking Committee meetings on the second Wednesday of the month at 7:30 am.

**ADJOURNMENT**

Jim Murray motioned to adjourn at 8:35 pm. Tammy Beal seconded.

**Motion carried 7-0**

**MINUTES - February 14, 2013**

**MEMBERS PRESENT: Bob Hanvey, Les Andersen, Dan Lowe, Tammy Beal, Jim Murray, and Paula Wyckoff**

**MEMBERS ABSENT: Scott Lloyd**

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**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**

No response.

**APPROVAL OF AGENDA**

Paula Wyckoff motioned to approve the agenda as presented. Les Andersen seconded.

**Motion carried 6-0.**

**CONSENT AGENDA**

Les Andersen motioned to approve the consent agenda. Paula Wyckoff seconded.

**Motion carried 6-0.**

**EAT TO THE BEAT—AMENDMENT TO EXISTING BEST WESTERN SITE PLAN**

Mark Roman was present on behalf of this agenda item. The Planning Commission recommended approval, with a few changes. The changes are depicted on the new site plan. Les Andersen motioned to approve the amendment to the existing Best Western site plan as presented. Tammy Beal seconded. Discussion: Dan Lowe expressed concerns about the need for a left-turn lane. Roll call vote: Lowe, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes. **Motion carried 6-0.**

Mr. Roman said he's hoping for a May 1 opening.

**POVERTY EXEMPTION GUIDELINES**

Tammy Beal motioned to adopt a resolution approving the Poverty Exemption Policy and Guidelines for 2013 Income and Asset Tests. Paula Wyckoff seconded. Roll call vote: Wyckoff, Murray, Hanvey, Beal, Andersen, Lowe—all yes. **Resolution passed 6-0.**

**LETTER APPEALS FOR BOARD OF REVIEW**

Paula Wyckoff motioned to adopt a resolution to allow residents to file letter appeals to the Board of Review for 2013. Tammy Beal seconded. Roll call vote: Beal, Andersen, Murray, Wyckoff, Lowe, Hanvey—all yes. **Resolution passed 6-0.**

**PA #152 HEALTH INSURANCE**

Les Andersen motioned to adopt a resolution to opt out of PA #152 Health Insurance. Jim Murray seconded. Roll call vote: Hanvey, Lowe, Wyckoff, Beal, Murray, Andersen—all yes. **Resolution passed 6-0.**

**HAF A BUDGET AMENDMENTS**

Les Andersen motioned to adopt a resolution to accept the revised 2012-13 HAF A budget as presented. Paula Wyckoff seconded. Roll call vote: Murray, Beal, Andersen, Lowe, Hanvey, Wyckoff—all yes. **Resolution passed 6-0.**

**FIRE HALL HEATING**

Jim Murray motioned to accept the quote from Area Heating & Cooling in the amount of \$1,210.11 for furnace repairs in the fire hall. Les Andersen seconded. Roll call vote: Lowe, Wyckoff, Murray, Andersen, Beal, Hanvey—all yes. **Motion carried 6-0.**

**CRYSTALWOOD—PC REVIEW AND COMMENT**

Dan Lowe reported that he talked with the developer, Rick Elkow, regarding the road, and Mr. Elkow will send a letter to Jody at the LCRC.

**SEWER RATES**

Bob Hanvey reported that the engineer picked up the GIS data showing where the lines are, but was unable to attend this meeting. No action required at this time.

**TOWNSHIP ROADS**

Les Andersen suggested getting input from Tim Johnson, LCRC, on the gravel road requirements. Dan Lowe said that Coon Lake Road east of D-19 needs to be chip sealed.

**SCHOOL ELECTION AGREEMENTS—HOWELL, PINCKNEY, AND LESA**

Jim Murray motioned to adopt a resolution to approve the school election agreements between Howell Public Schools, Pinckney Community Schools, and LESA, and permit the clerk to sign. Les Andersen seconded. Roll call vote: Lowe, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes. **Resolution passed 6-0.** Tammy said that copies of the documents will be available in the clerk’s office for review.

**NEW HERITAGE DAYS OFFICERS**

Jim Murray motioned to approve Tammy Beal as chairman, Les Andersen as co-chairman, and Jack Lowe as secretary. Paula Wyckoff seconded. **Motion carried 6-0.** Tammy said the next meeting is Monday, February 18 at 7 p.m.

**CORRESPONDENCE/UPDATES**

An invitation to a pipeline safety program is included in the packet; Bob Hanvey said he will be attending. Email correspondence from Tom Larabel regarding curb stops is included in the packet. The deed for the two Copperfield lots was signed and sent FedEx today. A Parks Committee meeting is scheduled for Tuesday, February 26 at 6 p.m. Bob Hanvey will check with the attorney on the consent judgment for Marion Oaks (AI #1.)

**CALL TO THE PUBLIC**

No response.

**ADJOURNMENT**

Les Andersen motioned to adjourn at 8:11 pm. Jim Murray seconded.

**Motion carried 6-0.**

**MINUTES - February 28, 2013**

**MEMBERS PRESENT: Bob Hanvey, Les Andersen, Dan Lowe, Tammy Beal, Jim Murray, Scott Lloyd, and Paula Wyckoff**

**MEMBERS ABSENT: None**

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**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**

No response.

**APPROVAL OF AGENDA**

Items #9—MMA and #10—SAD Reimbursement were added to the agenda. Les Andersen motioned to approve the agenda as amended. Paula Wyckoff seconded.

**Motion carried 7-0.**

**CONSENT AGENDA**

Paula Wyckoff motioned to approve the consent agenda. Les Andersen seconded.

**Motion carried 7-0.**

**MARION OAKS**

Rick Van Gilder, who recently purchased the property, was present for this agenda item. A letter from his attorney is included in the packet, and Bob Hanvey passed out an email from the township attorney. Mr. Van Gilder would like to use the property primarily as a farming operation, while preserving his right to develop the property in the future. Les

Andersen motioned to adopt a resolution to have the township attorney prepare a document to send to the court, modifying the consent judgment to allow agricultural/agricultural tourism on the property while maintaining the other conditions of the consent judgment. Tammy Beal seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes. **Resolution passed 7-0.**

**BUDGET/ROADS**

A budget vs. actual report is included in the packet; Bob Hanvey passed out updated information. He said he’s asked the LCRC for a five-year plan for road improvements, but hasn’t received anything yet. Scott Lloyd said that Coon Lake Road and County Farm Road both need chip seal; he does not want any more limestone. Les Andersen said the township should get estimates for segments of Coon Lake Road and Jewell Road. Mr. Hanvey said the allocation budget is due soon.

**SEWER RATES**

This item will be discussed at the next meeting.

**COPPERFIELD REPORT**

Bob Hanvey reported that two lots have been sold and payment received, and a third is going through the title process.

**CRYSTALWOOD**

No new information at this time.

**MMAP (Michigan Medicare/Medicaid Assistance Program)**

Bob Hanvey passed out a memorandum of understanding between the Area Agency on Aging 1-B and Marion Township. Tammy Beal said that MMAP is an organization that provides health benefits counseling free of charge, and they need a counseling location. The township attorney has reviewed the agreement. Jim Murray motioned to allow the clerk to sign the agreement with AAA1-B to use the township hall as a counseling location. Paula Wyckoff seconded. **Motion carried 7-0.**

**SAD REIMBURSEMENT**

Les Andersen motioned to adopt a resolution to not take the delinquent tax reimbursement for special assessments on the following parcels: 4710-02-400-014, 4710-02-400-016, and 4710-02-400-017. Tammy Beal seconded. Roll call vote: Wyckoff, Murray, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes.

**Resolution passed 7-0**

**CORRESPONDENCE/UPDATES**

A continuing disclosure for the township’s bond obligation is included in the packet. Paula Wyckoff reported that approximately 93% has been collected on taxes.

**CALL TO THE PUBLIC**

No response.

**ADJOURNMENT**

Les Andersen motioned to adjourn at 8:39 pm. Scott Lloyd seconded.

**Motion carried 7-0.**

**Minutes - March 14, 2013**

**MEMBERS PRESENT: Bob Hanvey, Les Andersen, Dan Lowe, Tammy Beal, Jim Murray, Paula Wyckoff, and Scott Lloyd**

**MEMBERS ABSENT: None**

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### **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**

Kathy Johnson, 3175 Mason Road, and her daughter, Stacy Griffith, were present regarding an adult foster care home on Mason Road. The property is zoned Suburban Residential, which does not allow for a large (13-20 bed) group home, but does allow hospitals. The current zoning does allow a 7-12 bed facility. She asked the board members' opinion on rezoning, modifying the zoning ordinance, etc. Bob Hanvey said the land use impact is the same, and said that Article 20 contains information on the procedure to request a change in the zoning ordinance. Mr. Hanvey advised Ms. Johnson to discuss the time table for appearing before the Planning Commission with the zoning administrator. Brian Hitchcock from MBH introduced himself to the board members. David Meagher, 363 Tortoise Drive, and John & Jackie Gores, 242 Slider Ave., presented a letter to the board signed by 20 residents of Turtle Creek regarding the current Board of Directors of Turtle Creek. Bob Hanvey asked Mr. Meagher to send him the email addresses of all of those residents who are interested and he will forward the information to S.R. Jacobson. Mr. Hanvey also said he will call the developer to discuss the issues outlined in the letter.

### **APPROVAL OF AGENDA**

Dan Lowe asked to have item #11—Mason Road Pump Station Driveway, added to the agenda. Les Andersen motioned to approve the agenda as amended. Paula Wyckoff seconded. **Motion carried 7-0.**

### **CONSENT AGENDA**

Les Andersen motioned to approve the consent agenda. Paula Wyckoff seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes.

**Motion carried 7-0.**

### **MARION OAKS**

Les Andersen motioned to adopt a resolution to approve the revised consent judgment as presented. Jim Murray seconded. Roll call vote: Wyckoff, Murray, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Resolution passed 7-0.**

### **TOWNSHIP ROADS (Dust Control)**

Three quotes were received for dust control services: MBH Marketing LLC, Michigan Chloride Sales LLC, and Advanced Dust Control. Dan Lowe said he would like the work to go to a local provider, and motioned to select MBH for the 2013 season. Les Andersen seconded. Roll call vote: Beal, Andersen, Murray, Wyckoff, Lowe, Hanvey, Lloyd—all yes. **Motion carried 7-0.**

### **HAPRA BUDGET**

Debbie Mikula, HAPRA Director, was present to ask for the board's approval of the HAPRA 2013-14 proposed budget. Paula Wyckoff motioned to approve the budget as presented. Jim Murray seconded. **Motion carried 7-0.**

### **SEWER RATES**

A proposal for a sanitary sewer system asset evaluation study is included in the packet. Phil Westmoreland was present to answer any questions. Charlie Musson advised the board that there was a 20-year study done 10-12 years ago. Les Andersen motioned to approve the evaluation study proposed by Spicer Group as presented for \$24,400, and

to discuss with the CPA what account should be used to pay for the study. Tammy Beal seconded. Roll call vote: Hanvey, Lowe, Wyckoff, Beal, Lloyd, Murray, Andersen—all yes.

**Motion carried 7-0.**

#### **COPPERFIELD REPORT**

Bob Hanvey updated the board members; an annual meeting was held on Thursday, March 7. Two lots have been sold, and the builder is confident that all of the lots will be sold soon.

#### **CRYSTALWOOD**

Bob Hanvey received an email from Mr. Elkow regarding a meeting he would like to hold with Crystalwood Estates at the township hall on March 26.

#### **SUNRIDGE**

Bob Hanvey updated the board members on a meeting held with Manny from S.R. Jacobson regarding Sunridge Phases 2 & 3. The board members also discussed the road behind the Best Western that was required when 171 units were built.

#### **HERITAGE DAYS WINE TASTING**

Les Andersen motioned to adopt a resolution to approve a wine tasting event on Saturday, June 8, 2013 during the Heritage Days festival. Jim Murray seconded. Roll call vote: Murray, Beal, Andersen, Lowe, Hanvey, Lloyd, Wyckoff—all yes. **Resolution passed 7-0.** Bob Hanvey said there are two new features being considered for Heritage Days: an auction on Saturday, and a one-day dog park fundraiser. The next Heritage Days meeting is Monday, March 18 at 7:00 pm.

#### **MASON ROAD PUMP STATION DRIVEWAY**

Dan Lowe said the pump station needs a second driveway or a horseshoe driveway; it's difficult to plow and a dangerous situation. Dan Lowe and Phil Westmoreland will schedule a visit to the site.

#### **ROADS (Repairs)**

Bob Hanvey passed out estimates received from the LCRC for Jewell Road and Coon Lake Road repairs. He asked the board members to review for further discussion.

#### **CORRESPONDENCE/UPDATES**

A MTA Weekly Update from February 22 is included in the packet with information on HB 4251, which would allow townships to request competitive bidding on road projects when the township contributes 50% or more of the project's cost. No final action has been taken on this bill.

#### **CALL TO THE PUBLIC**

Charlie Musson, 333 Triangle Lake Road, said the Board of Review met this week and everything went very well. Ninety-nine petitions were reviewed. He also asked why the old site plan for Best Western was approved with the road as depicted.

Robert Hanson, 1055 Wright Road, asked about the Marion Oaks property. Bob Hanvey provided him with the copy of the amended consent judgment, and told him the original document is on the township's website.

#### **ADJOURNMENT**

Les Andersen motioned to adjourn at 8:58 pm. Tammy Beal seconded.

**Motion carried 7-0.**

### **MINUTES - March 28, 2013**

**MEMBERS PRESENT: Bob Hanvey, Les Andersen, Dan Lowe, Tammy Beal, Jim Murray, Paula Wyckoff, and Scott Lloyd**

**MEMBERS ABSENT:**  
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**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**

No response.

**APPROVAL OF AGENDA**

Two items were added to the agenda: #10—Howell-Highland/Howell City issue, and #11—Hometown Village. Les Andersen motioned to approve the agenda as amended. Paula Wyckoff seconded. **Motion carried 7-0.**

**CONSENT AGENDA**

Paula Wyckoff motioned to approve the consent agenda. Les Andersen seconded.

**Motion carried 7-0.**

**2013 LAWN MAINTENANCE BIDS**

Three bids were received: Goodsell Custom Services; Ever So Green; and American Green Scapes. Jim Murray motioned to select Goodsell with the 3% discount for a three-year contract. Tammy Beal seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes. **Motion carried 7-0.**

**Hafa Budget**

Les Andersen motioned to approve the Howell Area Fire Authority proposed 2013-14 budget as presented. Paula Wyckoff seconded. Roll call vote: Wyckoff, Murray, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Motion carried 7-0.**

**TOWNSHIP ROADS**

Les Andersen said he would like the township engineer's opinion on Norton Road, Coon Lake Road between Cedar Lake Road and Embassy Drive, and both sections of Jewell Road. Phil Westmoreland will report back to the board at the next meeting. Bob Hanvey said there is a meeting of the Livingston County chapter of MTA, with Mike Crain as the guest speaker, at the Brighton Chamber on April 10 at 7:00 pm.

**CRYSTALWOOD**

Tammy Beal, Bob Hanvey, and Dan Lowe met with the Crystalwood Estates board members on March 26, and updated the township board members. Another meeting will be held at the township hall on April 8 at 7:00 pm.

**COPPERFIELD**

A letter from Thomas Larabel from Allen Edwin Homes is included in the packet, requesting permission from the township to apply for permits on lots owned by the township. Scott Lloyd motioned to deny the request from Allen Edwin Homes. Les Andersen seconded. **Motion carried 6-1** (Hanvey—no.) Bob Hanvey will follow up with the township attorney (**AI #1.**)

**PARK ADVISORY COMMITTEE MEMBERS/GRANT**

Jim Murray updated the board members on this item. Les Andersen motioned to adopt a resolution approving the application for funding from the Michigan Township Participating Plan Risk Reduction Grant Program #2013-09, as presented. Paula Wyckoff seconded. Roll call vote: Beal, Andersen, Murray, Wyckoff, Lowe, Hanvey, Lloyd—all yes.

**Resolution passed 7-0.**

Tammy Beal motioned to approve the officers of the Park Advisory Committee:



Chairman Jim Murray, Vice Chair Beth Schrader, and Secretary Paula Wyckoff. Les Andersen seconded. **Motion carried 7-0.**

**ELEVATED WATER STORAGE TANK**

Dan Lowe said he talked with Greg Tatara and they will need to get power to the tank. He also said there is a large dirt pile, and they've been washing concrete trucks and it's going into the storm sewer. Bob Hanvey said he will contact them (**AI #2.**) The board members discussed colors for the storage tank. Tammy Beal motioned to select Sea Spray for the top of the tower and Zucchini for the bottom. Les Andersen seconded.

**Motion carried 7-0.**

**HOWELL-HIGHLAND/CITY OF HOWELL**

Bob Hanvey passed out a letter from Shea Charles outlining several options for settling the outstanding special assessment balances on the property. Dan Lowe suggested that the city could apply the amount toward future sewer plant expansion. Bob Hanvey said the board will have to hold a special meeting. The closed session will be held on Wednesday, April 3 at 5:00 pm, and will be posted.

**CORRESPONDENCE/UPDATES**

As discussed at the last meeting, Bob Hanvey and Annette McNamara visited Turtle Creek to check on location of permits, valid permits, etc., and everything is in order.

**CALL TO THE PUBLIC**

No response.

**ADJOURNMENT**

Les Andersen motioned to adjourn at 8:48 pm. Jim Murray seconded.

**Motion carried 7-0.**

**MINUTES -April 11, 2013**

**MEMBERS PRESENT: Bob Hanvey, Les Andersen, Dan Lowe, Tammy Beal, Jim Murray, Paula Wyckoff, and Scott Lloyd**

**MEMBERS ABSENT: None**

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**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**

No response.

**APPROVAL OF AGENDA**

Les Andersen motioned to approve the agenda as presented. Jim Murray seconded.

**Motion carried 7-0.**

**CONSENT AGENDA**

Jim Murray motioned to approve the consent agenda. Paula Wyckoff seconded.

**Motion carried 7-0.**

**TOWNSHIP ROADS**

Bob Hanvey updated the board members on a meeting with MTA and the LCRC; Carmine Palombo from SEMCOG and Mike Craine from the LCRC presented information. Mr. Hanvey has handouts available for anyone interested. An email from Phil Westmoreland was received just prior to the meeting with his assessment of Coon Lake

Road and Jewell Road. Jim Murray suggested contacting the LCRC to request cost sharing on Coon Lake Road, from Pingree to Cedar Lake Road. Bob Hanvey will follow up (**AI #1.**)

#### **COPPERFIELD**

No new information. Scott Lloyd mentioned that Allen Edwin is not meeting the requirements of the zoning ordinance Section 6.22 regarding 6" gable roof minimum overhang. Bob Hanvey will contact the builder (**AI #2.**)

#### **CRYSTALWOOD**

Bob Hanvey asked Dan Lowe to update the board members. Mr. Lowe said the biggest concern is getting the road "public." Bob Hanvey feels the township should be flexible, and he hopes to have a draft of the consent judgment for the next meeting. The developer is going to put money in an escrow account for completion of the roads.

#### **ALLOCATION BUDGET**

The allocation budget summary is included in the packet. Bob Hanvey suggested a 2.4% pay raise for staff, Clerk, Treasurer, and Supervisor.

#### **TECHNOLOGY UPGRADES**

Bob Hanvey updated the board members on this project. In addition to what's already been approved, he would like additional funds for a GIS upgrade and upgrade to the cable service. Paula Wyckoff motioned to increase the equipment budget to \$30,000. Jim Murray seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes. **Motion carried 7-0.**

#### **CORRESPONDENCE/UPDATES**

Letter received from the State of Michigan regarding the William K. and Nellie (Harper) Sexton house on Mason Road ; it's being considered for nomination to the National Register of Historic Places. The meeting is May 3 at 10 am in Lansing. Email from LCRC regarding springtime weight restrictions. The judge signed the order for Van Gilder. Tammy Beal asked the board members to sign a certificate for Karl Bohn's visitors from Germany. A Heritage Days meeting is scheduled for Monday, April 15 at 7 pm.

#### **HOWELL-HIGHLAND/CITY OF HOWELL**

Motion by Les Andersen at 8:31 p.m. to go into a closed session because an open meeting would have a detrimental financial effect on the position of the township. Supported by Tammy Beal. Roll call vote: Lloyd, Wyckoff, Andersen, Lowe, Beal, Murray, Hanvey—all yes. **Motion carried 7-0.**

Motion by Les Andersen at 9:05 p.m. to come out of closed session. Supported by Paula Wyckoff. Roll call vote: Beal, Lloyd, Andersen, Lowe, Wyckoff, Hanvey, Murray—all yes. **Motion carried 7-0.**

Motion by Bob Hanvey to proceed with the investigating of purchasing the Highland-Howell property and doing the due diligence, which includes an appraisal of the parcel. Tammy Beal supported. Roll call vote: Hanvey, Beal, Wyckoff—all yes. Lloyd, Lowe, Murray, Andersen—all no. **Motion failed 3-4.**

#### **ADJOURNMENT**

Motion to adjourn at 9:10 p.m. by Les Andersen, supported by Jim Murray. **Motion carried 7-0.**

### **MINUTES - April 25, 2013**

**MEMBERS PRESENT: Bob Hanvey, Les Andersen, Dan Lowe, Tammy Beal, Jim Murray, Paula Wyckoff, and Scott Lloyd**

**MEMBERS ABSENT: None**

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**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**

No response.

**APPROVAL OF AGENDA**

Les Andersen motioned to approve the agenda as presented. Paula Wyckoff seconded.

**Motion carried 7-0.**

**CONSENT AGENDA**

Paula Wyckoff motioned to approve the consent agenda. Tammy Beal seconded.

**Motion carried 7-0.**

**TOWNSHIP ROADS**

Bob Hanvey updated the board members on today’s Livingston County Road Commission meeting, and passed out an article summarizing the meeting. Sam Skidmore, 1520 Triangle Lake Road, asked the board to consider adding 3-4” of gravel on Triangle Lake Road by the lake. Tammy Beal motioned to select Option #2 from the LCRC estimate for East Coon Lake Road wedge and overlay at \$260,000, and to ask the LCRC for estimates on Norton Road repairs and 21AA material for Triangle Lake Road. Jim Murray seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes. **Motion carried 7-0.**

**COPPERFIELD REPORT**

Bob Hanvey updated the board members on this item; the paperwork is in process for three more lots. Board members discussed the roof overhang issue. Mr. Hanvey said the builder is willing to put in the overhang on any future buildings, and the Hometown Village architectural review committee approved the plans for those already built. The overhang isn’t required by the Livingston County Building Department. Scott Lloyd said he will discuss further with Tom Larabel (**AI #1.**)

**CRYSTALWOOD REPORT**

The developer, Rick Elkow, and his attorney, Phillip Adkinson, were present to discuss this item. Bob Hanvey passed out the most current version of the consent judgment amendment. Mr. Adkinson said the objective is to have the board’s approval of the amendment so that it can be put in final form. Bob Hanvey asked to have the amendment use the term “REU” rather than “tap.” He also asked that a provision be added indicating that annual installment payments will be made on the special assessments. Mr. Adkinson said that the ratio “50/99” should be changed to “50/71” in section 11. Dan Lowe said a density check needs to be done on the roads, and the equipment will be in the area on Monday. He estimated the cost at about \$4,000, and the funds could be taken from the escrow account. Dan Lowe motioned to table until the next meeting to allow time to check on the Road Commission bond (**AI #2.**) Scott Lloyd seconded. Discussion: Rick Elkow asked if there are any other concerns. None were heard. **Motion carried 7-0.**

Jim Murray motioned to arrange for density testing (Bob Hanvey will contact the LCRC) (**AI #3**) to be paid with escrow funds. Paula Wyckoff seconded. Roll call vote: Beal, Andersen, Murray, Wyckoff, Lowe, Hanvey, Lloyd—all yes. **Motion carried 7-0.**

Jim Murray motioned to have video testing done on all storm sewers; Dan Lowe will check on the amount (**AI #4.**) Paula Wyckoff seconded. Roll call vote: Hanvey, Lowe, Wyckoff, Beal, Lloyd, Murray, Andersen—all yes. **Motion carried 7-0.**

**TRUSTEES' COMPENSATION**

Jim Murray asked the board members to consider raising the amount given to those who don't take insurance to \$400 per month. There is a large difference in compensation between those who take insurance and those who don't. Paula Wyckoff checked with Genoa Township, and employees who don't take insurance get a \$5,000/year stipend; however, trustees aren't offered insurance. Bob Hanvey motioned to postpone until the next meeting to amend the budget if necessary. Paula Wyckoff seconded. **Motion carried 7-0.**

**OFFICE COMPUTER UPGRADES**

Bob Hanvey updated the board members. The project is moving forward and should begin in the next 3-4 weeks.

**ZBA ALTERNATE**

Les Andersen motioned to approve the appointment of Robert Peter as the second alternate for the Zoning Board of Appeals. Tammy Beal seconded. **Motion carried 7-0.**

**ELEVATED WATER STORAGE**

The board members were given estimates for several options for painting the tank. No action was taken.

**CORRESPONDENCE/UPDATES**

The quarterly report from SPARK is included in the packet.

**CALL TO THE PUBLIC**

No response.

**ADJOURNMENT**

Jim Murray motioned to adjourn at 9:28 pm. Tammy Beal seconded.

**Motion carried 7-0**

**MINUTES - May 9, 2013**

**MEMBERS PRESENT:**        **Bob Hanvey, Les Andersen, Dan Lowe, Tammy Beal, Jim Murray, Paula Wyckoff, and Scott Lloyd**

**MEMBERS ABSENT:**        **None**

**OTHERS PRESENT:**        **Phil Westmoreland, Spicer**  
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**CALL TO ORDER**

Bob Hanvey called the meeting to order at 7:33 p.m.

**PLEDGE OF ALLEGIANCE**

Bob Hanvey asked the board members and audience to take a moment to remember long-time resident Jack Lowe, who passed away on May 5. Mr. Lowe was chairman of the Planning Commission and ZBA, and very active with Heritage Days.

**BOARD MEMBERS PRESENT**

The board members introduced themselves.

### **CALL TO THE PUBLIC**

Alex Beyrle, CJ Neboyskey, and Ethan MacDonald, members of Boy Scout Troop 364, were present to observe the meeting. They said their task was to talk to an elected official.

### **APPROVAL OF AGENDA**

Item #10—Sewer Lead Policy, Item #11—Preliminary discussion on PC/ZBA replacement, and Item #12—Tree were added to the agenda. Paula Wyckoff motioned to approve the agenda as amended. Les Andersen seconded. **Motion carried 7-0.**

### **CONSENT AGENDA**

Paula Wyckoff asked to have the minutes removed from the consent agenda for a correction. Les Andersen motioned to approve the amended consent agenda. Tammy Beal seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes. **Motion carried 7-0.**

**Minutes:** Paula Wyckoff asked to have the item on Trustees' Compensation changed to read "full-time" employees (from Genoa Township.) Les Andersen motioned to approve the amended minutes from April 25, 2013. Paula Wyckoff seconded.

**Motion carried 7-0**

### **TOWNSHIP ROADS**

Bob Hanvey provided handouts and updated the board members on the LCRC meeting. Les Andersen motioned to reaffirm the township's commitment to spend an amount not to exceed \$219,757.99 on East Coon Lake Road repairs. Tammy Beal seconded. Roll call vote: Wyckoff, Murray, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes.

**Motion carried 7-0.**

### **CRYSTALWOOD REPORT**

Bob Hanvey passed out the newest revised version of the consent judgment. Discussion followed on road improvements and a possible special assessment. The SADs would be paid off when the lot is sold. The SAD would be just on the 50 new lots and 21 in Crystalwood Estates. Mr. Elkow said he would prefer two separate SADs. Bob Hanvey said property in Crystalwood needs to be removed from the condominium. Dan Lowe said there are also drain easements per the site plan. Mr. Lowe also said the original site plan calls for 63 evergreens, 50 shade trees, and 16 flowering trees. Bob Hanvey motioned to have the consent judgment modified to include SAD for roads, address drain issues, and 20 eight foot Concolor fir or Norway spruce. Les Andersen seconded. Roll call vote: Beal—yes; Andersen—yes; Murray—yes; Wyckoff—yes; Lowe—no; Hanvey—yes; Lloyd—yes. **Motion carried 6-1.**

### **COPPERFIELD REPORT**

An email was received today that another unit has sold. The road work was done Monday; Spicer observed.

### **TRUSTEES' COMPENSATION**

Les Andersen motioned to increase the stipend for those opting out of insurance coverage to \$400 per month. Jim Murray seconded. Roll call vote: Hanvey—yes; Lowe—yes; Wyckoff—no; Beal—yes; Lloyd—yes; Murray—yes; Andersen—yes.

**Motion carried 6-1.**

### **OFFICE COMPUTER UPGRADES**

Bob Hanvey said that equipment has been ordered, and "sequencing" needs to be done.

### **ZBA REPORT**

Dan Lowe reported on Monday's ZBA meeting. Variances were granted for front yard setback for an accessory structure and a second driveway. Mr. Lowe feels that the ZBA

members need additional training. Bob Hanvey will get cost estimates from Carlisle Wortman for some instruction after the new member(s) are appointed (**AI #1.**)

**SEWER LEAD POLICY**

Bob Hanvey said the new user policy on water includes the curb stop when the full amount is paid for an REU. Should the same be true for sewer leads? Phil Westmoreland said the lead typically is the property owner’s responsibility. The policy that the property owner pays for everything for gravity lines needs to be added to the policy manual. This would not apply to those who have a special assessment.

**PRELIMINARY DISCUSSION ON PC/ZBA REPLACEMENT**

Bob Hanvey said the Jack Lowe was the liaison required between the Planning Commission and the Zoning Board of Appeals, and asked the board members for suggestions.

**MEMORIAL TREE**

Dan Lowe said he would like to plant a Crimson King maple tree by the gazebo in memory of Jack Lowe. He will handle the details and water it.

**CORRESPONDENCE/UPDATES**

Tammy Beal asked for clarification on when the change in insurance stipends will begin. It was decided with the new fiscal year, July 1, 2013. Bob Hanvey will budget to include the increase.

**CALL TO THE PUBLIC**

No response.

**ADJOURNMENT**

Les Andersen motioned to adjourn at 9:15 pm. Tammy Beal seconded. **Motion carried 7-0.**

**MINUTES - May 23, 2013**

**MEMBERS PRESENT: Bob Hanvey, Les Andersen, Dan Lowe, Tammy Beal, Jim Murray, Paula Wyckoff, and Scott Lloyd**

**MEMBERS ABSENT: None**

**OTHERS PRESENT: Phil Westmoreland, Spicer Group**

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**CALL TO ORDER**

Bob Hanvey called the meeting to order at 7:34 p.m.

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBERS PRESENT**

The board members introduced themselves.

**CALL TO THE PUBLIC**

No response.

**APPROVAL OF AGENDA**

Bob Hanvey added an agenda item for Allen Edwin. Les Andersen motioned to approve the agenda as amended. Paula Wyckoff seconded. **Motion carried 7-0.**

**CONSENT AGENDA**

Paula Wyckoff motioned to approve the consent agenda. Les Andersen seconded. **Motion carried 7-0.**

**TOWNSHIP ROADS/BONNIE CIRCLE**

An estimate from the LCRC for Triangle Lake Road is included in the packet. Les Andersen felt that another load or two of crushed stone would be adequate, rather than

almost \$40,000. Dan Lowe said he doesn't think the road needs anything else. Les Andersen motioned that the township take no further action on Triangle Lake Road until next spring. Scott Lloyd seconded. **Motion carried 7-0.**

**Bonnie Circle:** The cost for repairs is estimated at approximately \$150,000. Les Posly, 539 Bonnie Circle, said the sewers were put in on the inner circle, and the pipes under the road are causing issues; as well as all of the trucks that used the road. Mr. Posly said he has consulted with an attorney, who feels the residents would have a case against the Livingston County Road Commission, as well as the township because of its advisory control over the project. Lynn Gates, 332 Bonnie Circle, asked about the sewers. Phil Westmoreland said it depends on various factors such as depth, the method used, and the soils. Sharon Boker, 451 Bonnie Circle, asked Mr. Hanvey if he had looked at the roads; he said yes. Ms. Boker asked if the LCRC would be willing to contribute; general consensus was no. Dan Lowe said that Hardman is in the same condition as Bonnie Circle; the failure with the road is strictly age, not from trucks. Bob Hanvey said that the LCRC is paying for the engineering, which is a monetary contribution to the project. Les Andersen motioned to authorize the township to pay 10% of the Bonnie Road repairs, not to exceed \$15,000. Scott Lloyd seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes. **Motion carried 7-0.**

#### **CRYSTALWOOD REPORT**

A letter from the LCRC regarding this project is included in the packet. Bob Hanvey said he talked with Mike Craine, and there are no problems with the base; the timing is not set in stone. Rick Elkow would like to do the paving right away. He will have his engineers talk with Phil Westmoreland. Mr. Elkow will also get a revised consent judgment to the Board. He's talked with the two associations, and will have his attorney draft a letter for the Crystalwood Estates property owners to sign.

#### **COPPERFIELD REPORT**

Bob Hanvey reported that a couple more lots have been sold. Included in the packet is an email request from Tom Larabel that the board reconsider letting them clear the lots. Scott Lloyd and Dan Lowe objected. Bob Hanvey will let them know (**AI #1.**)

#### **BUDGET**

Jim Murray motioned to adopt a resolution to set public hearings for the millage rate and budget approval on Thursday, June 13, 2013. Tammy Beal seconded. Roll call vote: Wyckoff, Murray, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Resolution passed 7-0** Tammy Beal will get price estimates for new carpet (**AI #2.**)

#### **CELL TOWER OFFER**

A letter from the AT&T Lease Optimization Program is included in the packet. Les Andersen motioned to not accept the offer. Scott Lloyd seconded. **Motion carried 7-0.**

#### **HIGHLAND HOWELL PROPERTY**

A letter on behalf of the City of Howell is included in the packet. Shea Charles, City Manager was in attendance, along with Councilmembers Al Schlittler and Jeff Hansen. No action was taken at this time.

#### **CORRESPONDENCE/UPDATES**

Paula Wyckoff reported that Howell Parks & Recreation has given out 532 park passes to Marion Township residents as of this date.

#### **CALL TO THE PUBLIC**

No response.

**ADJOURNMENT**

Les Andersen motioned to adjourn at 9:55 pm. Tammy Beal seconded.

**Motion carried 7-0.**

**MINUTES - June 13, 2013**

**MEMBERS PRESENT: Bob Hanvey, Les Andersen, Dan Lowe, Tammy Beal, Paula Wyckoff, and Scott Lloyd**

**MEMBERS ABSENT: Jim Murray**

**OTHERS PRESENT: Phil Westmoreland, Spicer Group**

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**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.

**APPROVAL OF AGENDA**

Bob Hanvey asked to have agenda items added for SAD time payment for Bibbee, Turtle Creek sewer line, and to move the budget item up. Les Andersen motioned to approve the agenda as amended. Paula Wyckoff seconded. **Motion carried 6-0.**

**CONSENT AGENDA**

Paula Wyckoff motioned to approve the consent agenda. Les Andersen seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen—all yes. **Motion carried 6-0.**

**CALL TO THE PUBLIC**

Kathleen Zaenger, Director of the Howell Carnegie District Library, was present to ask for support of the library millage on the August 6 ballot. More information on the millage request is available on the library’s website. Dave Dugger, library trustee, also was present to ask for support.

**BUDGET**

Bob Hanvey opened the public hearing on the proposed budget and the millage rate. No response heard from the public. The millage rate is the same as this year’s, 0.8216.

Les Andersen motioned to adopt a resolution to approve the amended budget for FY 7/1/12-6/30/13. Scott Lloyd seconded. Roll call vote: Wyckoff, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Resolution passed 6-0.**

Les Andersen motioned to adopt a resolution to approve the proposed General Fund budget for FY 7/1/13-6/30/14, by activity. Paula Wyckoff seconded. Roll call vote: Beal, Andersen, Wyckoff, Lowe, Hanvey, Lloyd—all yes. **Resolution passed 6-0.**

Tammy Beal motioned to approve the millage rate of 0.8216. Les Andersen seconded.

**Motion carried 6-0**

**TOWNSHIP ROADS**

A project funding agreement from the LCRC for improvements on Coon Lake Road from D-19 to township line is included in the packet. Les Andersen motioned to adopt a resolution to authorize the township supervisor and clerk to sign the agreement. Paula Wyckoff seconded. Roll call vote: Beal, Andersen, Lowe, Hanvey, Lloyd, Wyckoff—all yes. **Resolution passed 6-0.**

**CRYSTALWOOD**

No new information on this item.



### **COPPERFIELD**

Bob Hanvey reported that the remaining lots in Copperfield have been sold.

### **AT&T PROPOSAL FOR CELL TOWER**

Les Andersen motioned to not accept the offer from AT&T Mobility/Md7 and to send them a copy of the motion. Tammy Beal seconded. **Motion carried 6-0.**

### **WATER TOWER—DTE EASEMENT**

Sue Frazier, 535 W. Coon Lake Road, asked who is paying for the water tower, and was told MHOG. She also asked about fire suppression at Parker Middle School. Les Andersen motioned to authorize the supervisor to sign the DTE easement agreement. Scott Lloyd seconded. **Motion carried 6-0.**

### **CARPET ESTIMATES**

Tammy Beal received three estimates to replace the carpet in the board room. Les Andersen motioned to approve the estimate from Hooks Carpet Mart in the amount of \$4,912. Paula Wyckoff seconded. Roll call vote: Lowe, Wyckoff, Lloyd, Andersen, Beal, Hanvey—all yes. **Motion carried 6-0.**

### **EPG NURSERIES—GAZEBO BRICK PAVING ESTIMATE**

Tammy Beal motioned to approve up to \$7,500 from the Parks fund for this project. Les Andersen seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen—all yes. **Motion carried 6-0.**

### **SAD TIME PAYMENT**

Les Andersen motioned to adopt a resolution to establish a special assessment for Steve Bibbee, 3739 Norton Rd., for \$7,718, with 25% down and financed for five years at 5% interest. Scott Lloyd seconded. Roll call vote: Wyckoff, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Motion carried 6-0.**

### **TURTLE CREEK SEWER LINE**

Richard Harris, 3141 Painted Dr., is requesting sewer service to his property, which would involve boring under the road. Scott Lloyd motioned to have Phil Westmoreland provide an engineer's opinion of probable cost and report back to the board. Les Andersen seconded. **Motion carried 6-0.**

### **HOWELL-HIGHLAND**

Shea Charles, Howell City Manager, was present to follow-up on his recent correspondence. Scott Lloyd said he has no desire to buy the property whatsoever. Les Andersen agreed. Tammy Beal said it's the REUs that are the issue. Dan Lowe said the township doesn't have the money to purchase the property. Sue Frazier, 535 W. Coon Lake Rd., asked what the purpose would be for the township to purchase the property. Bob Hanvey said there are REUs with outstanding balances on the property. Dan Lowe suggested the township could take some type of interest in the property. The board members agreed to continue discussion and postpone action at this time.

### **CORRESPONDENCE/UPDATES**

Spicer Group Sanitary System Asset Evaluation Study: Included in the packet is an invoice from Spicer Group for work done on this project through 5/4/13. Phil Westmoreland advised the board that SAW grants may be available in the near future. Les Andersen motioned to approve payment of the invoice in the amount of \$3,440. Paula Wyckoff seconded. Roll call vote: Beal, Andersen, Wyckoff, Lowe, Hanvey, Lloyd—all yes. **Motion carried 6-0.**

Bob Hanvey reported the Eagle Scout project is completed. Les Andersen asked the board to authorize Phil Westmoreland to evaluate Norton Road with Jody from the LCRC. Paula Wyckoff reported that to date, 714 park passes have been given to Marion

Township residents.

**CALL TO THE PUBLIC**

No response.

**ADJOURNMENT**

Les Andersen motioned to adjourn at 9:20 pm. Tammy Beal seconded. **Motion carried 6-0.**

**MINUTES - June 27, 2013**

**MEMBERS PRESENT: Bob Hanvey, Scott Lloyd, Les Andersen, Dan Lowe, Paula Wyckoff, and Jim Murray**

**MEMBERS ABSENT: Tammy Beal**

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**CALL TO ORDER**

Bob Hanvey called the meeting to order at 7:31 p.m.

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBERS PRESENT**

The board members introduced themselves.

**CALL TO THE PUBLIC**

No response.

**APPROVAL OF AGENDA**

Bob Hanvey asked to have item #11—Spicer Invoice, added to the agenda. Les Andersen motioned to approve the agenda as amended. Paula Wyckoff seconded.

**Motion carried 6-0.**

**CONSENT AGENDA**

Paula Wyckoff motioned to approve the consent agenda. Les Andersen seconded.

**Motion carried 6-0.**

**TOWNSHIP ROADS**

A contract from the LCRC for Bonnie Circle repairs is included in the packet. Scott Lloyd and Dan Lowe questioned whether the contract includes subgrade work. Bob Hanvey will get more information (**AI #1.**) Scott Lloyd motioned to approve the contract with the condition that subgrade repairs are included. Les Andersen seconded. Roll call vote: Lowe, Lloyd, Hanvey, Wyckoff, Andersen, Murray—all yes. **Motion carried 6-0.**

Bob Hanvey said a request was received from resident(s) of Groveland for road repairs; he provided board members with a copy of the response from the LCRC. Mr. Hanvey also reported that Phil Westmoreland and Jodie Tedesco will be evaluating Norton Road on July 10.

**CRYSTALWOOD**

Bob Hanvey passed out an updated proposed consent judgment for board members to review.

**COPPERFIELD REPORT**

Final payment for the units has been received and the township no longer has ownership of any units in Copperfield.

**2013-14 MEETING SCHEDULE**

Jim Murray motioned to approve the 2013-14 meeting schedule as presented. Paula Wyckoff seconded. **Motion carried 6-0.**

**PLANNING COMMISSION APPOINTMENT**

Bob Hanvey motioned to appoint Greg Durbin to the Planning Commission as Jack Lowe’s replacement, with term expiring January 2014. Les Andersen seconded.

**Motion carried 6-0.**

**ZBA APPOINTMENT**

There are two candidates to fill the Zoning Board of Appeals vacancy: Bob Peter and Larry Grunn. Dan Lowe asked Greg Durbin and Bob Peter why they voted to grant a variance at the last ZBA hearing, and to explain their position. Les Andersen asked the nominees if they would be available for additional training. Dan Lowe motioned to appoint Larry Grunn to fill the vacancy on the Zoning Board of Appeals, with term expiring December 2014. Scott Lloyd seconded. **Motion carried 6-0.**

**BUDGET**

Les Andersen motioned to adopt a resolution to approve by activity the Sewer Fund budget for fiscal year 7/1/2013-6/30/2014. Jim Murray seconded. Roll call vote:

Wyckoff, Murray, Hanvey, Lloyd, Andersen, Lowe—all yes. **Resolution passed 6-0.**

Paula Wyckoff motioned to adopt a resolution to approve by activity the Cemetery Fund budget for fiscal year 7/1/2013-6/30/2014. Les Andersen seconded. Roll call vote:

Andersen, Murray, Wyckoff, Lowe, Hanvey, Lloyd—all yes. **Resolution passed 6-0.**

Les Andersen motioned to adopt a resolution to approve by activity the Parks Fund budget for fiscal year 7/1/2013-6/30/2014. Jim Murray seconded. Roll call vote:

Hanvey, Lowe, Wyckoff, Lloyd, Murray, Andersen—all yes. **Resolution passed 6-0.**

Paula Wyckoff motioned to adopt a resolution to approve by activity the Water SAD Fund budget for fiscal year 7/1/2013-6/30/2014. Jim Murray seconded. Roll call vote:

Murray, Andersen, Lowe, Hanvey, Lloyd, Wyckoff—all yes. **Resolution passed 6-0.**

Les Andersen motioned to adopt a resolution to approve by activity the Water New User Fund budget for fiscal year 7/1/2013-6/30/2014. Jim Murray seconded. Roll call vote:

Lowe, Wyckoff, Lloyd, Murray, Andersen, Hanvey—all yes. **Resolution passed 6-0.**

Jim Murray motioned to adopt a resolution to authorize the treasurer to move funds from investment accounts to the Assessment Revolving Project Fund as needed on a timely basis. Les Andersen seconded. Roll call vote: Wyckoff, Murray, Hanvey, Lloyd, Andersen, Lowe—all yes. **Resolution passed 6-0.**

Scott Lloyd motioned to adopt a resolution to approve by activity the Assessment Revolving Project Fund budget for fiscal year 7/1/2013-6/30/2014. Paula Wyckoff seconded. Roll call vote: Lowe, Lloyd, Hanvey, Wyckoff, Andersen, Murray—all yes.

**Resolution passed 6-0.**

Jim Murray motioned to adopt a resolution to approve by activity the Flexible Savings Plan budget for fiscal year 7/1/2013-6/30/2014. Paula Wyckoff seconded. Roll call vote:

Andersen, Murray, Wyckoff, Lowe, Hanvey, Lloyd—all yes. **Resolution passed 6-0.**

**SALARIES**

Les Andersen motioned to adopt a resolution to increase the salary of non-elected employees by 2.4%. Paula Wyckoff seconded. Roll call vote: Hanvey, Lowe, Wyckoff, Lloyd, Murray, Andersen—all yes. **Resolution passed 6-0.**

Paula Wyckoff motioned to adopt a resolution to increase the Supervisor's salary to \$35,124. Les Andersen seconded. Roll call vote: Murray, Andersen, Lowe, Hanvey, Lloyd, Wyckoff—all yes. **Resolution passed 6-0.**

Les Andersen motioned to adopt a resolution to increase the Clerk's salary to \$35,124. Paula Wyckoff seconded. Roll call vote: Lowe, Wyckoff, Lloyd, Murray, Andersen, Hanvey—all yes. **Resolution passed 6-0.**

Les Andersen motioned to adopt a resolution to increase the Treasurer's salary to \$35,124. Jim Murray seconded. Roll call vote: Lowe, Lloyd, Hanvey, Wyckoff, Andersen, Murray—all yes. **Resolution passed 6-0.**

Bob Hanvey motioned to adopt a resolution to keep the salary for trustees at \$7,416. Les Andersen seconded. Roll call vote: Wyckoff, Murray, Hanvey, Lloyd, Andersen, Lowe—all yes. **Resolution passed 6-0.**

Bob Hanvey passed out a cash flow analysis on the township’s debt service.

**SPICER INVOICE**

Les Andersen motioned to approve the invoice from Spicer for services related to Copperfield in the amount of \$1,036. Paula Wyckoff seconded. Roll call vote: Andersen, Murray, Wyckoff, Lowe, Hanvey, Lloyd—all yes. **Motion carried 6-0.**

**CORRESPONDENCE/UPDATES**

Bob Hanvey passed out an email received regarding a vacant building at Mason Road and Hewitt Street. The zoning administrator visited the site and talked with the owner, who plans on removing the building within 60 days.

**CALL TO THE PUBLIC**

Charlie Musson, 333 Triangle Lake Road, asked about costs for sewer and/or water service.

**ADJOURNMENT**

Les Andersen motioned to adjourn at 8:27 pm. Jim Murray seconded.

**Motion carried 6-0.**

**MINUTES - July 11, 2013**

**MEMBERS PRESENT:** Bob Hanvey, Scott Lloyd, Les Andersen, Dan Lowe, Paula Wyckoff, Tammy Beal, and Jim Murray

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Phil Westmoreland, Spicer Group

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**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**

No response.

**APPROVAL OF AGENDA**

Bob Hanvey asked to have item #9-Turtle Creek Sewer (Harris), added to the agenda. Les Andersen motioned to approve the agenda as amended. Tammy Beal seconded.

**Motion carried 7-0.**

**CONSENT AGENDA**

Paula Wyckoff asked to have the June 27 regular meeting minutes corrected; the item under Correspondence/Updates should read Peavy Road instead of Mason Road. Jim Murray motioned to approve the consent agenda as amended. Les Andersen seconded.

**Motion carried 7-0.**

**ROADS**

An email from Mike Craine regarding subgrade issues on Bonnie Circle is included in the packet.

**PARDIAC SPECIAL USE PERMIT SUP #01-13**

Bob Pardiac was present as the applicant for the special use permit for a Class II home occupation. Tammy Beal questioned the hours: is it Monday-Friday or Monday-Saturday?

Item #12 will be changed to reflect Monday-Saturday. Item #6 will be further clarified to read Class 5 trucks and under. Tammy Beal motioned to recommend final approval for SUP #01-13 Home Occupation Class II, Pardiac Auto Repair, as recommended by the Planning Commission conditions. Les Andersen seconded. **Motion carried 7-0.**

#### **CELL TOWER**

Another proposal from Md7/AT&T is included in the packet, along with a memo from Bob Hanvey detailing the latest lease modification. Scott Lloyd motioned to decline. Les Andersen seconded. **Motion carried 7-0.**

#### **NOISE ORDINANCE**

An anonymous letter from a resident regarding fireworks and a noise ordinance is included in the packet. Bob Hanvey feels that a noise ordinance is unenforceable. Les Andersen suggested that the Planning Commission review. Jim Murray motioned to have the zoning administrator research other communities' general ordinances regarding fireworks/noise. Les Andersen seconded. **Motion carried 7-0.**

#### **CRYSTALWOOD**

The amended and restated consent judgment is included in the packet. Dan Lowe said the agreement needs to refer to the road as public; Rick Elkow said he cannot force the LCRC to accept the road. Bob Hanvey asked how the roads being public would benefit the township; Dan Lowe said the owners bought homes with the understanding that the roads would be public. Jim Murray motioned to accept the revised consent judgment as presented. Paula Wyckoff seconded. Discussion: Dan Lowe wants it documented that the board is making a decision without documentation from the Livingston County Drain Commission and the Livingston County Road Commission. Roll call vote: Lowe-no; Lloyd-yes; Beal-yes; Hanvey-yes; Wyckoff-yes; Andersen-yes; Murray-yes.

**Motion carried 6-1**

#### **HOWELL/HIGHLAND**

Bob Hanvey updated the board members on this item. The city is purchasing the property and will close on 7/16. Scott Lloyd said the board has already declined purchasing the property. Bob Hanvey said if the offer changes, it can be brought to the board again.

#### **TURTLE CREEK SEWER-RICHARD HARRIS**

Bob Hanvey passed out an email from Phil Westmoreland. The board members discussed the various options. Bob Hanvey motioned to postpone action on this item to gather more information on the extent of the easement from Turtle Creek to Maple Farms. Jim Murray seconded. **Motion carried 7-0.**

#### **CORRESPONDENCE/UPDATES**

An email was received from Brigette Patton, From the Ground On Up, regarding a youth outreach program.

Tammy Beal said new carpet is being installed on Tuesday and asked for help after the meeting removing furniture from the boardroom.

#### **CALL TO THE PUBLIC**

No response.

#### **ADJOURNMENT**

Tammy Beal motioned to adjourn at 9:27 pm. Les Andersen seconded.

**Motion carried 7-0.**

## MINUTES - July 25, 2013

**MEMBERS PRESENT:** Bob Hanvey, Scott Lloyd, Les Andersen, Dan Lowe (arrived at 7:35 pm), Paula Wyckoff, Tammy Beal, and Jim Murray

**MEMBERS ABSENT:** None

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### **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**

No response.

### **APPROVAL OF AGENDA**

Paula Wyckoff motioned to approve the agenda as presented. Jim Murray seconded.

**Motion carried 6-0.**

### **CONSENT AGENDA**

Les Andersen motioned to approve the consent agenda. Tammy Beal seconded. **Motion carried 6-0.**

### **TURTLE CREEK**

Diagrams are included in the packet. The board members discussed the various options to provide service to Mr. Harris' property. Les Andersen motioned to authorize the township engineer to identify the most efficient and economical way for the connection to be made for Mr. Harris' property. Tammy Beal seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray-all yes. **Motion carried 7-0**

### **PROPOSED REZONING RZN #01-13**

The request is for two lots to be rezoned from Public Land to Suburban Residential. The Livingston County Planning Department and township's Planning Commission have reviewed and recommended approval. Mark Leahy, Construction Trades instructor, was present on behalf of this request, along with Jason Schrock, Principal of Howell High School, and Don Cortez, representing the Howell Education Foundation. Dan Lowe said the first step should have been having perk tests done. Kara Cotton, 2976 High Meadows, asked if perk tests are normally required for rezoning; the answer was no. Bob Hanvey motioned to approve RZN #01-13 as presented. Paula Wyckoff seconded. Roll call vote: Wyckoff, Murray, Hanvey, Lloyd, Beal, Andersen-all yes; Lowe-no. **Motion carried 6-1.**

### **PROPOSED REZONING RZN #02-13**

Les Andersen motioned to approve RZN #02-13 as presented. Paula Wyckoff seconded. Roll call vote: Beal, Andersen, Murray, Wyckoff, Lowe, Hanvey, Lloyd-all yes. **Motion carried 7-0.**

### **PROPOSED TEXT AMENDMENT TXT #02-13**

Bob Hanvey said this amendment is to clarify language in the zoning ordinance. Jim Murray motioned to approve TXT #02-13 as presented. Les Andersen seconded. Roll call vote: Hanvey, Lowe, Wyckoff, Beal, Lloyd, Murray, Andersen-all yes.

**Motion carried 7-0.**

### **PARDIAC SITE PLAN**

Scott Lloyd said the site plan shows two-way traffic on both driveways, and it should show the entrance on the east side and exit on the west side. Les Andersen motioned to

approve the Pardiac site plan with the modification on the driveways. Paula Wyckoff seconded. Roll call vote: Murray, Beal, Andersen, Lowe, Hanvey, Lloyd, Wyckoff-all yes.

**Motion carried 7-0.**

#### **SET DATE FOR SAD PUBLIC HEARING**

##### **Rurik Drive**

Les Andersen motioned to adopt a resolution to schedule a public hearing to create a special assessment district for Rurik Drive snow removal on August 22, 2013 at 7:30 p.m. Scott Lloyd seconded. Roll call vote: Lowe, Wyckoff, Lloyd, Murray, Andersen, Beal, Hanvey-all yes. **Resolution passed 7-0.**

##### **Love's Creek and Sesame Drive**

Paula Wyckoff motioned to adopt a resolution to schedule a public hearing to create a special assessment district for Love's Creek and Sesame Drive snow removal on August 22, 2013 at 7:30 p.m. Les Andersen seconded. Roll call vote: Lowe-yes; Lloyd-abstain; Beal-yes; Hanvey-yes; Wyckoff-yes; Andersen-yes; Murray-yes. Resolution passed 6-0 (1 abstention.)

##### **Brent Drive**

Paula Wyckoff motioned to adopt a resolution to schedule a public hearing to create a special assessment district for Brent Drive snow removal, grading and dust control on August 22, 2013 at 7:30 p.m. Les Andersen seconded. Roll call vote: Wyckoff, Murray, Hanvey, Lloyd, Beal, Andersen, Lowe-all yes. **Resolution passed 7-0.**

#### **ROADS**

Dan Lowe asked what exactly the LCRC has been told about dust control on the roads. He feels that the limestone roads are being ruined. Tammy Beal said the board authorized her to schedule dust control with the LCRC.

#### **FEE SCHEDULE**

The zoning administrator has asked the board to review the fee schedule to provide consistency. Jim Murray will provide the zoning administrator with a copy of the fee schedule from Huron Township. Tammy Beal said she'll have Annette get information from other municipalities and work up a fee schedule for the board to review at the next meeting.

#### **RECYCLING**

Les Andersen motioned to approve the recycling proposal on a trial basis. Jim Murray seconded. Roll call vote: Beal, Andersen, Murray, Wyckoff, Lowe, Hanvey, Lloyd-all yes.

**Motion carried 7-0.**

#### **2013-14 INSURANCE**

Les Andersen motioned to approval the proposal from Burnham & Flower to continue with the current insurance coverage beginning September 15, 2013, with a 5.21% increase. Jim Murray seconded. Roll call vote: Hanvey, Lowe, Wyckoff, Beal, Lloyd, Murray, Andersen-all yes. **Motion carried 7-0.**

#### **HIGHLAND-HOWELL**

Bob Hanvey updated the board on this item and payment on the delinquent sewer and water special assessments. The sale has been finalized, but no money has been received yet.

#### **CORRESPONDENCE/UPDATES**

Bob Hanvey passed out a letter from the City of Howell on the new sewer rates. The township's engineer is working on a study to evaluate the systems status which along with the consideration of Howell City rates will allow us to determine a fee schedule, which could begin in the fourth quarter. Les Andersen said discussion at the Planning

Commission about an ordinance on fireworks was not favored by a majority of the members. Bob Hanvey passed out a copy of PA 65 of 2013, effective June 19, 2013. Paula Wyckoff said 1028 park passes have been distributed. Bob Hanvey updated the board members on a recent MTA Livingston meeting with the Sheriff's Department, Michigan State Police and Green Oak P.D.

**CALL TO THE PUBLIC**

Stacy Griffin asked for clarification on location of the water service for the group home.

**ADJOURNMENT**

Les Andersen motioned to adjourn at 9:22 pm. Tammy Beal seconded.

**Motion carried 7-0.**

**MINUTES - August 8, 2013**

**MEMBERS PRESENT: Bob Hanvey, Scott Lloyd, Les Andersen, Paula Wyckoff, Tammy Beal, and Jim Murray**

**MEMBERS ABSENT: Dan Lowe**

**OTHERS PRESENT: Phil Westmoreland, Spicer Group**

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**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**

No response.

**APPROVAL OF AGENDA**

Bob Hanvey added item #9—Whitney parcel and item #10—Klebba email regarding Triangle Lake Rd. Jim Murray motioned to approve the agenda as amended. Paula Wyckoff seconded. **Motion carried 6-0**

**CONSENT AGENDA**

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

**Motion carried 6-0**

**TURTLE CREEK**

Bob Hanvey passed out an email from Phil Westmoreland regarding this item. After discussion, Les Andersen motioned to approve the recommendation from the engineer to have the property owner run a sewer lead across Painted Drive from his parcel at his expense. Jim Murray seconded. **Motion carried 6-0.**

**FEE SCHEDULE**

Tammy Beal passed out a letter from the township attorney on this subject. Board members discussed different scenarios such as mud bogs, festivals, etc. Les Andersen motioned to have the township do more research on what others communities have done, especially Hartland Township regarding mud bogs (**AI #1.**) Scott Lloyd seconded. **Motion carried 6-0.** Tammy Beal will work with the zoning administrator on the fee schedule.

**RECYCLING**

Tammy Beal reported that the recycling bins were delivered and are located behind the township offices. So far, they have been well received by the residents.



**CRYSTALWOOD**

A copy of the resolution from Crystalwood Condominiums is included in the packet, and Bob Hanvey passed out the resolution from Crystalwood Estates

**DARAKJIAN**

An email from the City of Howell assessor is included in the packet for the board members' information.

**HIGHLAND-HOWELL**

A memo from Bob Hanvey with a suggested option for dealing with the Highland-Howell property is included in the packet. The Howell City Council will review at its next meeting.

**WHITNEY PARCEL**

Bob Hanvey passed out email correspondence with the township attorney on this item. Mr. Hanvey's suggestion was to create a zoning district for that particular parcel that would allow for reasonable use and go with the land. The board members are not in favor of that suggestion. Jim Murray said it's important to have the planner involved in ZBA cases, particularly those that involve site plan review. Bob Hanvey said that changes will need to be made to the budget to cover the cost of planner reviews. Jim Murray motioned that the township planner should review all variance requests and be present at ZBA hearings. Tammy Beal seconded. **Motion carried 6-0.**

**KLEBBA EMAIL REGARDING TRIANGLE LAKE ROAD**

Bob Hanvey passed out an email received from Tom Klebba that was sent to the LCRC regarding Triangle Lake Road. Mr. Klebba's suggestion is to close Triangle Lake Road near South Oaks.

**CORRESPONDENCE/UPDATES**

Bob Hanvey passed out an email from Wireless Capital Partners expressing interest in purchasing the township's wireless lease. A SPARK meeting will be held on Thursday, September 19, 11 am-1 pm at Cleary University. The first payment for a Peavy Road water REU covered by the Peavy Road extension with MHOG has been received. The funds were sent to MHOG as agreed. Tammy Beal provided the board members with an update on the recent library millage election. Paula Wyckoff said the township is the recipient of a \$4,205 Michigan Township Par Plan Risk Reduction grant. It is being used for new fall material under the playground equipment.

**CALL TO THE PUBLIC**

No response.

**ADJOURNMENT**

Les Andersen motioned to adjourn at 9:15 pm. Paula Wyckoff seconded.

**Motion carried 6-0.**

**MINUTES - August 22, 2013**

**MEMBERS PRESENT: Bob Hanvey, Scott Lloyd, Les Andersen, Paula Wyckoff, Tammy Beal, Jim Murray, and Dan Lowe**

**MEMBERS ABSENT: None**

**OTHERS PRESENT: Phil Westmoreland, Spicer Group**

**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 ORDER**

**CALL TO THE PUBLIC**

Nora Hretz, 2853 Dutcher Road, said she has concerns with burning of plastic material at a neighbor's house. Six neighbors from the area were also in attendance and had concerns about burning, trash, cat feces and roaming cats, and floodlights shining on Dutcher Road. Bob Hanvey said the township will attempt to get photos of the cats to document there are more than allowed by the ordinance. He also said the township will contact the DEQ regarding the burning. Mike Sandel, 2715 Dutcher Road, has concerns about the floodlights shining on Dutcher Road and feels they are a hazard. Mr. Hanvey said he will discuss with the Livingston County Road Commission (**AI #1.**) Glenn Stevenson, 4406 Adria Drive, said the township should require licenses for cats and they should have to be leashed. One of the Dutcher Road neighbors said when the subject property had a fire several years ago, 36 cats were taken out and 12 were lost in the fire, which documents that they have more than allowed.

**APPROVAL OF AGENDA**

Bob Hanvey added item #9—Roads and Paula Wyckoff added item #10—Disc Golf. Jim Murray motioned to approve the agenda as amended. Paula Wyckoff seconded.

**Motion carried 7-0.**

**CONSENT AGENDA**

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

**Motion carried 7-0.**

**RURIK SNOW PLOW SAD PUBLIC HEARING**

Prior to opening the public hearing, Bob Hanvey explained the process. The public hearing was opened at 8:00 pm. Bob Dymond, Rurik (vacant lot), asked if other maintenance items could be added, because they have an issue with trees that need trimming. Bob Hanvey said he will see if there's an easement that would allow the Rurik property owners to cut down the trees themselves. Glenn Stevenson, 4406 Adria Drive, said that salting is not a good choice—he feels sand or sugar beet juice would be better on roads around the lake. He also asked why the job isn't put out for bids. Mr. Hanvey said the township didn't select the company and they could choose whomever they want. Mr. Hanvey explained the process for those who wanted to object to the special assessment; no objections were heard. The public hearing was closed at 8:05 pm.

**LOVE'S CREEK/SESAME DRIVE SNOW PLOW SAD PUBLIC HEARING**

The public hearing for Love's Creek/Sesame Drive snow plowing was opened at 8:05 pm. Larry Grunn voiced some concerns about over salting, and could they select the company and establish rules. Bonnie White, 3546 Brent Drive, said she is the liaison between the snow plowing company, the residents and the township. She recommended contacting all of the neighbors for input, and to appoint someone to act as liaison. Mr. Hanvey explained the process for those who wanted to object to the special assessment; no objections were heard. The public hearing was closed at 8:20 pm.

**BRENT DRIVE SNOW PLOW, GRADING & DUST CONTROL SAD PUBLIC HEARING**

The public hearing for Brent Drive was opened at 8:20 pm. Paula Wyckoff said that last year, the cost was more than \$5,000, so the resolution was changed to \$6,000. Mr. Hanvey explained the process for those who wanted to object to the special assessment; no objections were heard. The public hearing was closed at 8:24 pm. Les Andersen motioned to adopt a resolution to approve the Rurik, Irene, Olympia, Adria Drive Snow Removal Special Assessment District as presented. Paula Wyckoff

seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes. **Resolution passed 7-0.**

Les Andersen motioned to adopt a resolution to approve the Love's Creek/Sesame Special Assessment District as presented. Paula Wyckoff seconded. Roll call vote: Wyckoff—yes; Murray—yes; Hanvey—yes; Lloyd—abstain; Beal—yes; Andersen—yes; Lowe—yes. **Resolution passed 6-0** (1 abstention.) The resolution for Brent Drive needs to be changed to \$6,000. Tammy Beal motioned to adopt a resolution to approve the Brent Drive Snow Removal and Maintenance Special Assessment District as amended. Les Andersen seconded. Roll call vote: Beal, Andersen, Murray, Wyckoff, Lowe, Hanvey, Lloyd—all yes. **Resolution passed 7-0.**

#### **TURTLE CREEK—MR. HARRIS**

A letter from Richard Harris and Frances Romine is included in the packet. They are asking the board to reconsider its decision regarding connecting to the sewer on their property. After discussion, Dan Lowe motioned that the township will pay for the sewer lead across the street for the property owner to connect, and the lead will be owned by Mr. Harris and Ms. Romine for future maintenance issues. Tammy Beal seconded. Roll call vote: Hanvey, Lowe, Wyckoff, Beal, Lloyd, Murray, Andersen—all yes. **Motion carried 7-0.** Phil Westmoreland said he will find a contractor.

#### **FEE SCHEDULE**

Tammy Beal passed out an updated fee schedule for the board members to review. She and Annette will continue to work on fees for special meetings (**AI #2.**)

#### **ZBA REPORT**

Dan Lowe reported that one variance request was heard at the last meeting and was denied a variance for a sun room. Bob Hanvey said that since that time, they have decided they can meet the roof pitch requirement. They have also met with the homeowner's association and the new proposal meets the HOA's requirements. Dan Lowe said the minutes from the last board meeting said the board voted to have a planner at all ZBA meetings, and he doesn't feel that's necessary. Bob Hanvey said the budgeting process will determine whether that is realistic, and feels the motion was intended for commercial projects.

#### **ROADS**

Bob Hanvey passed out correspondence with the LCRC regarding Norton Road repairs—no action is required at this meeting. Dan Lowe said that chip sealing needs to be done. He also asked about the culvert on East Coon Lake Road and the LCRC's schedule. Tammy Beal said the culvert would be placed on Wednesday; she doesn't know the schedule for road repairs. Les Andersen reported on the most recent LCRC meeting.

#### **DISC GOLF**

Paula Wyckoff said that the disc golf course was never finished, and one of the residents has talked to HAPRA about a fundraiser. No objections were heard.

#### **CORRESPONDENCE/UPDATES**

Bob Hanvey updated the board members on the dog park.

A flyer for "Economic Development 101 for Elected Officials" is included in the packet. Paula Wyckoff showed a plaque that was given by Gov. Snyder's office to HAPRA in recognition of the 53<sup>rd</sup> Howell Melon Fest. Tammy Beal said packets for the next meeting will be ready on September 5. Les Andersen said he's still working on the mud bog issue. Dan Lowe asked about the Mason Road pump station paving. Phil Westmoreland said the township needs approval from Kim Hiller from the LCRC first.

**CALL TO THE PUBLIC**

No response.

**ADJOURNMENT**

Les Andersen motioned to adjourn at 9:30 pm. Tammy Beal seconded.

**Motion carried 7-0.**

**MINUTES - September 12, 2013**

**MEMBERS PRESENT: Bob Hanvey, Scott Lloyd, Les Andersen, Paula Wyckoff, Tammy Beal, Jim Murray, and Dan Lowe**

**MEMBERS ABSENT: None**

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**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**

No response.

**APPROVAL OF AGENDA**

Tammy Beal added item #13—Esper Hometown Village Property Lease. Paula Wyckoff motioned to approve the agenda as amended. Les Andersen seconded. **Motion carried 7-0.**

**CONSENT AGENDA**

Jim Murray motioned to approve the consent agenda. Les Andersen seconded. **Motion carried 7-0.**

**TXT #03-13: DEFINITIONS**

Jim Murray motioned to approve TXT #03-13 as presented. Tammy Beal seconded. **Motion carried 7-0.**

**TXT #04-13: RESIDENTIAL ZONING DISTRICTS**

Les Andersen motioned to approve TXT #04-13 as presented. Paula Wyckoff seconded. **Motion carried 7-0.**

**TXT #01-13: SECTION 17.16—STANDARDS FOR SPECIFIC SPECIAL LAND USES ADULT FOSTER CARE & LARGE GROUP HOMES**

Jim Murray motioned to approve TXT #01-13 as presented. Les Andersen seconded. **Motion carried 7-0.**

**TXT #05-13: SECTION 17.01—STANDARDS FOR SPECIFIC SPECIAL LAND USES GROUP CHILD CARE HOMES**

Jim Murray motioned to approve TXT #05-13 as presented. Les Andersen seconded. **Motion carried 7-0.**

**PINEBROOK MEADOWS REU RESOLUTIONS**

The developer is requesting water and sewer special assessments for five units. Dan Lowe said the township needs to have a plan in place for completing the road work. Bob Hanvey said there may be a provision in the Master Deed; he's uncertain whether there's money in the escrow account. Les Andersen motioned to postpone action for further investigation. Scott Lloyd seconded. **Motion carried 7-0.**

**TRIANGLE LAKE ROAD/D-19**

Board members discussed correspondence about Triangle Lake Road and D-19 safety

issues. No action was taken at this time.

#### **FEE SCHEDULE**

Bob Hanvey asked to have the fee for zoning ordinances and the comprehensive plan changed to \$15 for an electronic version. Les Andersen motioned to approve the fee schedule as amended. Tammy Beal seconded. **Motion carried 7-0.**

#### **BATH—OPEN BURNING COMPLAINT**

Correspondence from the DEQ regarding open burning is included in the packet. Dan Lowe suggested that the neighbors who have filed complaints should be sent the information as well (**AI #1.**)

#### **WASTEWATER TREATMENT INCREASE**

A letter from the City of Howell regarding a rate increase is included in the packet, along with a memo from Bob Hanvey. No action required until a report from Spicer and verification of the profit and loss statement from the auditors are received.

#### **MUD BOGS**

John Grill, 1298 S. Alstott, was present to discuss concerns with a recent mud bog in the township. Les Andersen has been researching this issue and this item is on the agenda for the next Planning Commission meeting.

#### **ESPER HOMETOWN VILLAGE PROPERTY LEASE**

Tammy Beal reported that Pat Esper contacted the township about signing another lease to farm the HVM property. Mr. Esper is asking for a three-year lease at \$70 per acre. Les Andersen said this should be bid, and feels that a one-year lease would be more appropriate. Mr. Andersen will provide the clerk's office with verbiage for the bid notice.

#### **CORRESPONDENCE/UPDATES**

Another offer was received for the cell tower lease from Wireless Capital Partners. An invitation from SEMCOG to become a member was received and is included in the packet. No action taken. The Economic Development Council annual meeting is Thursday, September 19, from 11:00 am-1:00 pm at Cleary University. Livingston County United Way's 2013 Campaign Kick-off and Spencer J. Hardy Airport Open House is Tuesday, September 17, from 3:30-7:00 pm at the airport. The Livingston County Planning Department is holding a brown bag lunch on September 25 at noon at Oceola Township Hall. The topic is the Livingston County permit process. Paula Wyckoff reported that the paver bricks have been installed at the gazebo. She also reported that HAPRA is conducting interviews for the director position and they have identified two candidates. They hope to have the position filled by October 1. Dog Park naming ceremony was held September 6, 2013 at the site on Highlander Way. Dan Lowe and Phil Westmoreland discussed paving the Mason Road pump station. Mr. Westmoreland will discuss with Erv at the City of Howell.

#### **CALL TO THE PUBLIC**

No response.

#### **ADJOURNMENT**

Les Andersen motioned to adjourn at 8:45 pm. Tammy Beal seconded.

**Motion carried 7-0.**

### **MINUTES - September 26, 2013**

**MEMBERS PRESENT: Bob Hanvey, Scott Lloyd, Les Andersen, Paula Wyckoff, Tammy Beal, Jim Murray, and Dan Lowe**

**MEMBERS ABSENT: None**

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**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**

No response.

**APPROVAL OF AGENDA**

Tammy Beal added item #11—LCRC Invoice and item #12—Parliamentary Procedure. Les Andersen motioned to approve the agenda as amended. Paula Wyckoff seconded.

**Motion carried**

**CONSENT AGENDA**

Jim Murray motioned to approve the consent agenda. Les Andersen seconded. **Motion carried.**

**SAD PUBLIC HEARINGS**

Bob Hanvey explained the procedure and said those property owners wishing to object to their special assessment amount can fill out the forms provided to preserve their right to appeal with the Michigan Tax Tribunal within 35 days. The public hearing for the Brent Drive snow plow, grading and dust control special assessment was opened at 7:33pm. No comments or objections were heard. The public hearing was closed at 7:34 pm. The public hearing for the Love’s Creek/Sesame Drive snow plow special assessment was opened at 7:34 pm. No comments or objections were heard. The public hearing was closed at 7:34 pm. The public hearing for the Rurik Drive snow plow special assessment was opened at 7:34 pm. No comments or objections were heard. The public hearing was closed at 7:35 pm. Tammy Beal motioned to adopt a resolution for the Brent Drive snow plow, grading and dust control special assessment as presented. Les Andersen seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes. **Resolution passed.**

Les Andersen motioned to adopt a resolution for the Love’s Creek/Sesame Drive snow plow special assessment as presented. Paula Wyckoff seconded. Roll call vote: Wyckoff—yes; Murray—yes; Hanvey—yes; Lloyd—abstained; Beal—yes; Andersen—yes; Lowe—yes. **Resolution passed.**

Paula Wyckoff motioned to adopt a resolution for the Rurik Drive snow plow special assessment as presented. Les Andersen seconded. Roll call vote: Beal, Andersen, Murray, Wyckoff, Lowe, Hanvey, Lloyd—all yes. **Resolution passed.**

**PINEBROOK MEADUWS REU RESOLUTIONS**

Scott Lloyd motioned to approve the agreement for completion of roadwork draft subject to approval by the township’s attorney. Dan Lowe seconded. Roll call vote: Lowe, Wyckoff, Lloyd, Murray, Andersen, Beal, Hanvey—all yes. **Motion carried.**

Les Andersen motioned to adopt by resolution the contract as presented for payment of municipal water REU charges for unit 7 in Pinebrook Meadows, as presented. Tammy Beal seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes. **Resolution passed.**

Les Andersen motioned to adopt by resolution the contract as presented for payment of municipal sewer REU charges for unit 7 in Pinebrook Meadows, as presented. Dan Lowe seconded. Roll call vote: Murray, Andersen, Wyckoff, Hanvey, Beal, Lloyd, Lowe—all yes. **Resolution passed.**

Tammy Beal motioned to adopt by resolution the contract as presented for payment of municipal water REU charges for unit 8 in Pinebrook Meadows, as presented. Dan Lowe seconded. Roll call vote: Wyckoff, Murray, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes.

**Resolution passed.**

Les Andersen motioned to adopt by resolution the contract as presented for payment of municipal sewer REU charges for unit 8 in Pinebrook Meadows, as presented. Dan Lowe seconded. Roll call vote: Lowe, Andersen, Beal, Lloyd, Hanvey, Murray, Wyckoff—all yes.

**Resolution passed.**

Tammy Beal motioned to adopt by resolution the contract as presented for payment of municipal water REU charges for unit 13 in Pinebrook Meadows, as presented. Les Andersen seconded. Roll call vote: Beal, Andersen, Murray, Wyckoff, Lowe, Hanvey, Lloyd—all yes. **Resolution passed.**

Les Andersen motioned to adopt by resolution the contract as presented for payment of municipal sewer REU charges for unit 13 in Pinebrook Meadows, as presented. Paula Wyckoff seconded. Roll call vote: Lloyd, Hanvey, Lowe, Wyckoff, Murray, Andersen, Beal—all yes. **Resolution passed.**

Paula Wyckoff motioned to adopt by resolution the contract as presented for payment of municipal water REU charges for unit 14 in Pinebrook Meadows, as presented. Les Andersen seconded. Roll call vote: Hanvey, Lowe, Wyckoff, Beal, Lloyd, Murray, Andersen—all yes. **Resolution passed.**

Dan Lowe motioned to adopt by resolution the contract as presented for payment of municipal sewer REU charges for unit 14 in Pinebrook Meadows, as presented. Tammy Beal seconded. Roll call vote: Andersen, Murray, Lloyd, Beal, Wyckoff, Lowe, Hanvey—all yes. **Resolution passed.**

Scott Lloyd motioned to adopt by resolution the contract as presented for payment of municipal water REU charges for unit 16 in Pinebrook Meadows, as presented. Dan Lowe seconded. Roll call vote: Murray, Beal, Andersen, Lowe, Hanvey, Lloyd, Wyckoff—all yes.

**Resolution passed.**

Scott Lloyd motioned to adopt by resolution the contract as presented for payment of municipal sewer REU charges for unit 16 in Pinebrook Meadows, as presented. Paula Wyckoff seconded. Roll call vote: Wyckoff, Lloyd, Hanvey, Lowe, Andersen, Beal, Murray—all yes. **Resolution passed.**

## **ROADS**

A copy of a letter from the LCRC to residents of Bonnie Circle is enclosed in the packet. Dan Lowe said the township should let the homeowner's know that the failure of the road was due to the fact there was only 1 1/2-2" of asphalt, not due to truck traffic. A letter from Iosco Township is included in the packet asking for Marion Township to contribute to dust control on Dutcher and Truhn roads. Tammy Beal will send them a letter and the map showing the roads that Marion Township pays for, which includes Truhn Road. Dan Lowe has concerns with the patching done on the curve on Coon Lake Road, east of Rurik; Phil Westmoreland will investigate and contact the LCRC if necessary. Les Andersen asked for clarification on what the board decided about Norton Road repairs.

## **HOMETOWN PROPERTY LEASE**

Dan Lowe said before a decision is made on leasing the property, the township needs to send a letter to Allen Edwin informing them they have thirty days to either remove the surplus material that was dumped on the property, or buy the property from the township. He feels that what they are doing depreciates the property. Scott Lloyd said

that Tom Larabel from Allen Edwin is instructing Haslock where to dump. Bob Hanvey will talk with the township attorney and have him draft a letter. Two bids were received for leasing the HVM property for farming. Scott Lloyd motioned to accept the bid from Cathy and Tim Esper for \$78.50 per acre. Les Andersen seconded. **Motion carried.**

**BUILDING LIGHTING**

Estimates from Tri-Star Electrical are included in the packet. Scott Lloyd will get price information on T5's.

**MUD BOGS**

Bob Hanvey has talked with supervisors from Unadilla, Conway and Handy townships about this item. He suggested holding a county-wide meeting to establish reasonable regulations. Les Andersen said he would prefer that the Planning Commission use the Hartland Township ordinance as an example. Bob Hanvey will discuss with the other township supervisors.

**LCRC INVOICE**

An invoice from the LCRC for Coon Lake Road progress billing is included in the packet. Tammy Beal motioned to approve the invoice for \$27,056.55. Les Andersen seconded. Roll call vote: Murray, Beal, Andersen, Lowe, Hanvey, Lloyd, Wyckoff—all yes. **Motion carried.**

**PARLIAMENTARY PROCEDURE**

Tammy Beal said she attended a meeting about parliamentary procedure. In the future, the minutes should only indicate that a motion carried or failed; votes will only be listed for roll call votes. She also said that if a board member wishes to abstain from a vote, they should not participate in discussion.

**CORRESPONDENCE/UPDATES**

A draft of the MHOG equivalent user table evaluation is included in the packet. Paula Wyckoff passed out a media release about Paul Rogers being selected as the new HAPRA director, effective 9/30/13. She also reported that summer taxes are 90% collected.

**CALL TO THE PUBLIC**

No response.

**ADJOURNMENT**

Les Andersen motioned to adjourn at 8:25 pm. Jim Murray seconded. **Motion carried.**

**MINUTES - October 10, 2013**

**MEMBERS PRESENT: Bob Hanvey, Scott Lloyd, Les Andersen, Paula Wyckoff, Tammy Beal, Jim Murray, and Dan Lowe**

**MEMBERS ABSENT: None**

**OTHERS PRESENT: Phil Westmoreland, Spicer Group**

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**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**

Paul Rogers, the new HAPRA director, introduced himself to the board members.

**APPROVAL OF AGENDA**



Paula Wyckoff added item #8—Township Investment Policy. Dan Lowe asked to have the Mason Road Pump Station added to item #3. Paula Wyckoff motioned to approve the agenda as amended. Tammy Beal seconded. **Motion carried.**

#### **CONSENT AGENDA**

Les Andersen motioned to approve the consent agenda. Paula Wyckoff seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes. **Motion carried 7-0.**

#### **PAINTED DRIVE SEWER LEAD**

Tammy Beal motioned to accept the quote from Fonson for installing the sewer lead on Painted Drive for \$10,542.15, plus an additional \$700 for the water service. Les Andersen seconded. Roll call vote: Wyckoff, Murray, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Motion carried 7-0.** Two proposals were received for the Mason Road pump station. Jim Murray said the bids should have been sealed and opened at the same time. Les Andersen motioned to accept the bid from Tom Rogers Asphalt not to exceed \$11,380, to be completed within two weeks, and the township engineer will have the City of Howell inspect. Jim Murray seconded. Roll call vote: Beal, Andersen, Murray, Wyckoff, Lowe, Beal, Lloyd—all yes. **Motion carried 7-0.**

#### **BUDGET AMENDMENTS**

After discussion, the board members removed the amendment to the ZBA budget until the next meeting. The amended amount for drain maintenance should be \$15,500. Jim Murray motioned to adopt a resolution to approve the 2014 General Fund budget amendments, as amended. Les Andersen seconded. Roll call vote: Hanvey, Lowe, Wyckoff, Beal, Lloyd, Murray, Andersen—all yes. **Resolution passed 7-0**

#### **GIS/SAW GRANT**

Phil Westmoreland said he will have more information to present at the next meeting, along with a resolution for the board's approval. The deadline to submit the grant application is December 2, and recipients are selected by lottery system.

#### **BUILDING LIGHTING**

Scott Lloyd said he discussed this item with the electrician, who recommended T8s. Jim Murray motioned to accept the estimate from Tri Star Electrical in the amount of \$3,150. Les Andersen seconded. Roll call vote: Murray, Beal, Andersen, Lowe, Hanvey, Lloyd, Wyckoff—all yes. **Motion carried 7-0.**

#### **PFEFFER, HANNIFORD & PALKA LETTER**

A letter from the township to PHP is included in the packet, along with an engagement letter from PHP to the township. Paula Wyckoff motioned to approve the fee for last year's audit in the amount of \$16,750. Jim Murray seconded. Roll call vote: Lowe, Wyckoff, Lloyd, Murray, Andersen, Beal, Hanvey—all yes. **Motion carried 7-0**

#### **TOWNSHIP INVESTMENT POLICY**

Paula Wyckoff passed out Appendix A—Approved Banking Institutions, which the auditor would like to include in the Investment Policy General Ordinance. Tammy Beal motioned to accept the document as presented. Jim Murray seconded. **Motion carried.**

#### **CORRESPONDENCE/UPDATES**

A letter from Richard Newman regarding Francis Road is included in the packet. A copy of a letter sent from the township attorney to Thomas Larabel of Allen Edwin Homes is included in the packet. Bob Hanvey will contact Mr. Larabel about the concrete that has also been dumped on the township's property. A complaint was received at the township about dumping on Coddington's property, near the stub road to The Meadows. Mr. Hanvey has talked with Greg Tatara from MHOG and it wasn't them. Tammy Beal said

the MTA Conference in January will be in Traverse City and if any board members wish to attend, they need to let her know by Monday so she can reserve rooms at the Grand Traverse.

**CALL TO THE PUBLIC**

No response.

**ADJOURNMENT**

Les Andersen motioned to adjourn at 8:57 pm. Tammy Beal seconded. **Motion carried.**

**MINUTES - October 24, 2013**

**MEMBERS PRESENT: Bob Hanvey, Scott Lloyd, Les Andersen, Paula Wyckoff, Tammy Beal, Jim Murray, and Dan Lowe (arrived at 7:35 pm)**

**MEMBERS ABSENT: None**

**OTHERS PRESENT: Phil Westmoreland, Spicer Group**

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**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**

No response.

**APPROVAL OF AGENDA**

Paula Wyckoff motioned to approve the agenda as presented. Tammy Beal seconded.

**Motion carried**

**CONSENT AGENDA**

Les Andersen motioned to approve the consent agenda. Jim Murray seconded.

**Motion carried.**

**PAINTED DRIVE SEWER LEAD**

Phil Westmoreland reported that the leads are in and operable.

**BUDGET AMENDMENTS**

Bob Hanvey suggested waiting to discuss the amendments until the report is received from the auditor. Zoning Jim Murray motioned to have Carlisle/Wortman conduct training for the board members, planning commissioners, and ZBA members in November prior to the next ZBA meeting. Les Andersen seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes. **Motion carried 7-0.** Tammy Beal will schedule the meeting and inform those invited.

**GIS/SAW GRANT**

Phil Westmoreland said he will have the information for the next meeting.

**DISPOSAL OF SURPLUS EQUIPMENT**

Les Andersen motioned to adopt a resolution authorizing the supervisor, clerk and treasurer to determine values and disposal methods of surplus equipment. Jim Murray seconded. Roll call vote: Wyckoff, Murray, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes.

**Resolution passed 7-0.**

**WATER REU TIME PAYMENTS**

**Ore Creek Development** Les Andersen motioned to approve establishing a water special assessment for #4710-02-401-017 for \$7,718, with 25% down and financed for five years at 5% interest. Jim Murray seconded. Roll call vote: Beal, Andersen, Murray,

Wyckoff, Lowe, Hanvey, Lloyd—all yes. **Motion carried.**

**Susan Still**

Bob Hanvey said there are still other issues with regard to this parcel, but would like to have the approval for the special assessment in place. Les Andersen motioned to approve establishing a special assessment for Susan Still, #4710-05-200-050 for \$7,718, with 25% down and financed for five years at 5% interest. Jim Murray seconded. Roll call vote: Wyckoff, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Motion carried 6-0.**

**HYDRAULIC FRACTURING**

Jeff McDonald, 2333 Pheasant Run, was present to discuss this item. Bob Hanvey provided the board members with some information on legal strategies and tools for communities, and has also discussed with several other township supervisors. He said Howell Township is also reviewing this document. Tammy Beal said a meeting is scheduled with the DEQ in Conway Township on October 30. Mr. Hanvey said the township’s attorney has handled this type of case previously in Iosco Township and would like to get his comments as well.

**CORRESPONDENCE/UPDATES**

An invitation from MDOT to attend the October 29 Stakeholder’s Meeting for the I-96/US-23 Interchange Improvement Project is included in the packet. Bob Hanvey passed out a report for the month of September from the Sheriff’s office. Paula Wyckoff passed out an invitation from HAPRA for the RECreation REcognition REception on Friday, November 22.

**CALL TO THE PUBLIC**

Charlie Musson, 333 Triangle Lake Road, thanked the clerk for meeting with him prior to the board meeting, and suggested the township schedule a “committee of the whole”.

**ADJOURNMENT**

Jim Murray motioned to adjourn at 8:10 pm. Les Andersen seconded. **Motion carried**

**MINUTES - November 14, 2013**

**MEMBERS PRESENT: Bob Hanvey, Scott Lloyd, Les Andersen, Paula Wyckoff, Tammy Beal, Jim Murray, and Dan Lowe**

**MEMBERS ABSENT: None**

**OTHERS PRESENT: Phil Westmoreland, Spicer Group**

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**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**

Jerry Sidlar, 3176 Prescott, who is a member of the Planning Commission, asked the board to consider changing the time for the PC meetings to 7:00 pm. Board members responded that the PC can make that decision.

**APPROVAL OF AGENDA**

Items #10—Resolution to correct tax transmittal document, #11—Spicer invoice, and #12—FSA update were added to the agenda. Paula Wyckoff motioned to approve the agenda as presented. Jim Murray seconded. **Motion carried.**

### **CONSENT AGENDA**

Les Andersen motioned to approve the consent agenda. Paula Wyckoff seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes. **Motion carried.**

### **SNOW PLOW BIDS**

Tammy Beal motioned to accept the bid from B&L Services for 2013-14 snowplowing. Les Andersen seconded. Roll call vote: Wyckoff, Murray, Hanvey, Lloyd, Beal, Anderson, Lowe—all yes. **Motion carried.**

### **CD OKEMOS PRELIMINARY REVIEW—SUP #02-13**

Pat Keough, ACE Civil Engineering, was present, along with Todd and TJ Lekander. Tammy Beal motioned to postpone action on the Special Use Permit until after final site plan approval by the township board. Les Andersen seconded. Roll call vote: Beal, Andersen, Murray, Wyckoff, Lowe, Hanvey, Lloyd—all yes. **Motion carried.**

### **CD OKEMOS PRELIMINARY SITE PLAN REVIEW**

Tammy Beal motioned to approve with the condition that required variances approved by the Zoning Board of Appeals are incorporated into the plan and, if any variances are denied, the site plan is updated to conform to zoning ordinance requirements prior to the final site plan being presented to the Planning Commission. Paula Wyckoff seconded. Roll call vote: Hanvey, Lowe, Wyckoff, Beal, Lloyd, Murray, Andersen—all yes. **Motion carried.** Dan Lowe asked about the possibility of creating a special assessment district for road improvements. Bob Hanvey said the township could send a letter to property owners to determine interest. Mr. Hanvey said he will also talk with Mike Crane from the LCRC.

### **GIS/SAW GRANT**

Jim Murray motioned to adopt a resolution authorizing the SAW Grant agreement as presented. Les Andersen seconded. Roll call vote: Murray, Beal, Andersen, Lowe, Hanvey, Lloyd, Wyckoff—all yes. **Resolution passed 7-0.**

### **PARKS REPORT**

Jim Murray reported that the Parks Committee met on October 22. The Par Plan awarded the township \$4,205 for Park #1; the work has been completed and the check was received. Les Andersen motioned to approve naming township park #2 the "Jack Lowe Memorial Park." Jim Murray seconded. **Motion carried.** The Parks Committee will decide on placement of the sign.

### **BUDGET AMENDMENTS**

Les Andersen motioned to approve the budget amendments as presented: Assessment Revolving Fund with revenues of \$244,816.24, expenses of \$221,400, beginning fund balance of \$113,556.81 and ending fund balance of \$139,616.14; Water SAD Fund with revenues of \$125,000, expenses of \$484,902.28, beginning fund balance of \$511,115.57 and ending fund balance of \$151,213.29. Paula Wyckoff seconded. Roll call vote: Lowe, Wyckoff, Lloyd, Murray, Andersen, Beal, Hanvey—all yes. **Motion carried.** Jim Murray motioned to approve the Sewer Fund budget amendment to \$26,000 for #660 Construction line item. Sewer Fund has revenues of \$430,000 and expenses of \$487,898.76. Tammy Beal seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes. **Motion carried.**

### **AT&T LEASE LETTER**

A letter was received from AT&T regarding the cell tower lease. Les Andersen would like the attorney to review.

**RESOLUTION TO CORRECT TAX TRANSMITTAL DOCUMENT**

Les Andersen motioned to adopt a resolution to authorize the treasurer to correct line item X3301—Combine Court SAD Interest amount of \$428.03 to \$1,783.50 on the tax transmittal document. Jim Murray seconded. Roll call vote: Wyckoff, Murray, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Resolution passed 7-0.**

**SPICER INVOICE**

Les Andersen motioned to approve the Spicer invoice for \$5,288.50. Tammy Beal seconded. Roll call vote: Beal, Andersen, Murray, Wyckoff, Lowe, Hanvey, Lloyd—all yes. **Motion carried.**

**FSA**

Tammy Beal motioned to allow a \$500 rollover for the flexible savings account contributions in place of the 2 ½ month grace period. Jim Murray seconded. **Motion carried.**

**CORRESPONDENCE/UPDATES**

A letter was received from the Michigan State Housing Development Authority regarding the William K. & Nellie (Harper) Sexton house, 205 Mason Road, which has been listed in the national registry A letter was received from Sheriff Robert Bezotte regarding the Road Patrol Division. A handout from the MDOT traffic summit is included in the packet. A resignation letter from Planning Commissioner Jean Root was received. Tammy Beal will draft a thank you letter for the board members to sign. The buck pole will be held on Friday, November 15. The community sale is scheduled for Saturday, November 16. The Area Agency on Aging will be assisting residents with Medicare Part D enrollment on Monday, November 18.

**CALL TO THE PUBLIC**

Jeff McDonald, 2333 Pheasant Run, asked the board what information was obtained regarding hydraulic fracturing. Tammy Beal said she talked with the clerk of Howell Township and Conway Township. Mr. McDonald said he would like the township to put a moratorium in place. Bob Hanvey said he talked with Howell Township Clerk Carolyn Eaton, who said a pipeline ordinance didn't do any good. Tammy Beal said she was told the best thing to do is to inform residents not to sign leases without an attorney's review.

**ADJOURNMENT**

Les Anderson motioned to adjourn at 8:52 pm. Tammy Beal seconded. **Motion carried.**

**MINUTES - December 12, 2013**

**MEMBERS PRESENT: Bob Hanvey, Scott Lloyd, Les Andersen, Paula Wyckoff, Tammy Beal, Jim Murray, and Dan Lowe (arrived at 7:35 pm)**

**MEMBERS ABSENT: None**

**OTHERS PRESENT: Phil Westmoreland, Spicer Group**

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**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**

No response.

### **APPROVAL OF AGENDA**

Items #9—FLOW, #5.5—PC Compensation, and #10—Invoices were added to the agenda. Les Andersen motioned to approve the agenda as amended. Paula Wyckoff seconded. **Motion carried.**

### **CONSENT AGENDA**

Tammy Beal motioned to approve the consent agenda. Les Andersen seconded. Roll call vote: Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes. **Motion carried.**

### **AUDIT REVIEW**

Ken Palka from Pfeffer, Hanniford & Palka, was present, and thanked the board for allowing his company to perform the audit. A recommendation was made to increase the sewer rates. He also suggested that the Special Assessment reports be reconciled with the general ledger throughout the year. Paula Wyckoff motioned to accept the audit report and have Pfeffer, Hanniford & Palka submit the necessary information to the state. Les Andersen seconded. **Motion carried.**

Les Andersen motioned to approve the contract with Pfeffer, Hanniford & Palka for years ending 6/30/2014, 2015, and 2016 at \$17,000 per year, and to have the supervisor sign the contract. Paula Wyckoff seconded. Roll call vote: Wyckoff, Murray, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Motion carried.**

### **ENTRYWAY BENCH**

Jim Murray motioned to approve purchase of a bench from Terra Bound Solutions for \$911. Les Andersen seconded. Roll call vote: Beal—yes, Andersen—yes, Murray—yes, Wyckoff—yes, Lowe—no, Hanvey—yes, Lloyd—yes. **Motion carried.**

### **PLANNING COMMISSION APPOINTMENT/SALARY**

Bob Hanvey nominated Cheryl Range to the vacant Planning Commission position. Tammy Beal motioned to approve the nomination of Cheryl Range to fill the vacant Planning Commission position through May 2015. Paula Wyckoff seconded. Discussion: Dan Lowe said he would like to spend more time looking for a candidate.

### **Motion carried.**

Compensation: Les Andersen said he feels the chairman should be given more compensation because of the time required. Les Andersen motioned to increase the compensation for the Planning Commission chairman to \$150 per meeting, beginning January 2014. Jim Murray seconded. Roll call vote: Murray—yes, Beal—yes, Andersen—yes, Lowe—yes, Hanvey—yes, Lloyd—no, Wyckoff—yes. **Motion carried.**

### **GIS/SAW GRANT**

Phil Westmoreland said more information will be available in January. There were approximately 300 submissions.

### **AT&T LEASE MODIFICATION**

Bob Hanvey said this document has been reviewed and approved by the attorney, with changes. Jim Murray motioned to approve and sign the AT&T lease document. Les Andersen seconded. **Motion carried 6-1** (Lowe—no.)

### **ZBA REPORT**

Dan Lowe updated the board members on the December 2, 2013 ZBA meeting. A variance was granted for an accessory building.

### **FLOW**

Tammy Beal said a speaker has been lined up for a presentation in January. The cost of the speaker is \$1,000, and she feels it's important to keep the residents informed. Jim Murray motioned to pay an equal share of the speaker stipend with the other

municipalities that are participating. Tammy Beal seconded. Roll call vote: Lowe, Wyckoff, Lloyd, Murray, Andersen, Beal, Hanvey—all yes. **Motion carried.**

#### **INVOICES**

Les Andersen motioned to approve the invoice from the Accident Fund for workman's comp insurance in the amount of \$2,938. Paula Wyckoff seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Wyckoff, Andersen, Murray—all yes.

**Motion carried 7-0.**

Les Andersen motioned to approve invoice #170913 from Spicer Group in the amount of \$6,504.50. Tammy Beal seconded. Roll call vote: Wyckoff, Murray, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Motion carried.**

Les Andersen motioned to approve invoice #170912 from Spicer Group in the amount of \$2,813.25. Jim Murray seconded. Roll call vote: Beal, Andersen, Murray, Wyckoff, Lowe, Hanvey, Lloyd—all yes. **Motion carried.**

#### **CORRESPONDENCE/UPDATES**

A copy of a letter from John Church, 2013 Howell Parks & Recreation Department Volunteer of the Year, to HAPRA, is included in the packet. An email from Linda Crawford in support of the recycling efforts was passed out.

#### **CALL TO THE PUBLIC**

Jim Murray thanked Cheryl Range for her interest in becoming a member of the township's Planning Commission.

#### **ADJOURNMENT**

Les Anderson motioned to adjourn at 8:28 pm. Tammy Beal seconded. **Motion carried**