

MARION TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING
Thursday, January 13, 2022
7:30 p.m.

**THIS MEETING WILL BE HELD IN PERSON WITH
ONLINE PARTICIPATION OPTIONS**

Call to Order
Pledge of Allegiance
Members Present/Members Absent
Call to the Public

- 1) Approval of Agenda
- 2) Consent Agenda
 - a. Approval of December 9, 2021 Regular Meeting Minutes
 - b. December 15, 2021 HAFA Agenda/ Minutes
 - c. December 15, 2021 MHOG Agenda/ Minutes
 - d. December 21, 2021 HAPRA Minutes
 - e. Complaint Report
 - f. DPW Report
 - g. Investment Report
 - h. Financial Report
 - i. Zoning Report
 - j. Pfeffer, Hanniford, Palka Invoice (\$17,900)
- 3) Howell Storage Preliminary Site Plan (Bring back from November 18, 2021 Packet)
- 4) MiSignal Broadband
- 5) Burnham & Flower Property & Liability Insurance
- 6) Health Insurance PA#152 Opt Out Resolution
- 7) 2022 Poverty Exemption Guidelines
- 8) Board of Review Letter Appeals
- 9) Marion Township Employee Handbook
- 10) Township Hall Expansion (Bring back from the October 14, 2021 Packet)
- 11) Cemetery Expansion
- 12) Tamarack Place PUD Agreement
- 13) Crystal Wood Trees
- 14) ZBA Report
- 15) Motorsports Gateway (closed Session)

Correspondence and Updates

Call to the Public
Adjournment

Reminder: Next Board Packet will be ready after 3pm on Thursday, January 20, 2021.

MARION TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING
DECEMBER 9, 2021

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

MEMBERS ABSENT: None

OTHERS PRESENT: Phil Westmoreland, Spicer; Attorney John Gormley

CALL TO ORDER

Bob Hanvey called the meeting to order at 7:30 pm. The meeting was also available to attend online.

PLEDGE OF ALLEGIANCE

BOARD MEMBERS PRESENT

The board members introduced themselves.

CALL TO THE PUBLIC

No response.

APPROVAL OF AGENDA

Item #13—Opioid Funding was added to the agenda. Les Andersen motioned to approve the agenda as amended. Tammy Beal seconded. **Motion carried.**

CONSENT AGENDA

Les Andersen motioned to approve the consent agenda. Greg Durbin seconded. **Motion carried.**

LANTERN VILLAGE SAD

Bob Hanvey opened the public hearing on the roll for the Lantern Village SAD. One resident asked if the township was contributing a portion; the township is contributing 10%. No other comments were heard. The public hearing was closed.

Les Andersen motioned to adopt a resolution to approve the Lantern Village Road Paving Special Assessment Roll, as presented. Sandy Donovan seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Durbin, Andersen, Donovan—all yes. **Resolution passed 7-0.**

2020-21 AUDIT REPORT

Ken Palka from Pfeffer, Hanniford & Palka was in attendance to present the results of the recent audit and to answer any questions. Les Andersen motioned to accept the audit report as presented and authorize Pfeffer, Hanniford & Palka to submit to the state. Scott Lloyd seconded. **Motion carried.**

MOTORSPORTS GATEWAY

Jordan Dick and Mark Dick were present on behalf of this project. Their intention is to create an “automotive country club” to open in the summer of 2023. They have an option to purchase the property; however, there are REU issues that need to be worked out. Scott Lloyd motioned to postpone discussion on this item until the January 13, 2022 meeting. Les Andersen seconded. **Motion carried.**

HOLIDAY BENEFIT REVIEW

Tammy Beal motioned to accept the proposal to add four days to employees PTO to be used within one year, as presented. Greg Durbin seconded. **Motion carried.**

Tammy Beal said she will update the handbook and bring to a future meeting.

MARION TOWNSHIP SIGN

Les Andersen motioned to have several choice/prices presented at a future meeting. Tammy Beal and Sandy Donovan will work on this item. Tammy Beal seconded. **Motion carried.**

PARK WALKING PATH

Scott Lloyd motioned to table the walking path project until further notice. Sandy Donovan seconded. **Motion carried.**

LAWYER WORKSHOP ON OCTOBER 28, 2021

Les Andersen said that if there are similar future workshops, he would like other board members to be included. The board members discussed illegal non-conforming business and what remedies are available. It was agreed that if future workshops are held, agendas will be posted.

Greg Durbin motioned to extend the meeting beyond 9:30 pm. Les Andersen seconded. **Motion carried.**

TAMARACK PLACE PUD AGREEMENT

John Gormley said he will email this document tomorrow. No further action required at this time.

CRYSTAL WOOD TREES

Les Andersen motioned to approve six 3" maple trees, not to exceed \$1200 each. Bob Hanvey said he doesn't think the size of the spruce trees complies with the consent judgement; John Gormley will review and advise. Bob Hanvey seconded. Roll call vote: Andersen, Durbin, Lowe, Hanvey, Lloyd, Beal, Donovan—all yes. **Motion carried 7-0.**

ZBA REPORT

Dan Lowe reported that one case was scheduled and was postponed for additional information.

OPIOID FUNDING

Greg Durbin motioned to adopt a resolution to file the necessary paperwork to receive funds from the National Opioid Settlement. Tammy Beal seconded. Roll call vote: Hanvey, Lowe, Durbin, Beal, Lloyd, Donovan, Andersen—all yes. **Resolution passed 7-0.**

CORRESPONDENCE & UPDATES

Bob Hanvey updated the board members on the AJR case.

The CVTRS/CIP Report is included in the packet.

The November 2021 Livingston County update is included in the packet.

CALL TO THE PUBLIC

No response.

ADJOURNMENT

Les Andersen motioned to adjourn at 9:41 pm. Scott Lloyd seconded. **Motion carried.**

Submitted by: S. Longstreet

Tammy L. Beal, Township Clerk Date

Robert W. Hanvey, Township Supervisor Date

HOWELL AREA FIRE AUTHORITY AGENDA

Date: December 15, 2021

Time: 6:00 PM

Board members

Bill Bamber, Oceola Twp, Chairman

Mike Coddington, Howell Twp., Vice Chairman

Mark Fosdick, Cohoctah Twp., Secretary

Robert Hanvey, Marion Twp., Member

Nick Proctor, City of Howell, Treasurer

Ron Hicks, Fire Chief

Laura Walker, Asst. Sec/Treasurer

WELCOME!

Visitors are invited to attend all meetings of the Howell Area Fire Authority Board. If you wish to address the Board, you will be recognized by the Chairman.

Agenda Items

Meeting called to order at 6:00pm

Pledge of Allegiance

Approve the minutes of the regular meeting of November 17, 2021

Call to public (Items not on the agenda)

Discussion/Approval 2020/2021 Annual Audit Presentation, Ken Palka

Discussion/Approval to purchase Kenwood Radios

Discussion/Approval of full-time personnel and evening coverage

Chief's Comments

Approve Payment of Bills and Payroll in the amount of \$307,473.02

New Business

- Old Business

Approve the minutes of the closed session meeting of November 17, 2021

Closed Session

Adjournment

HOWELL AREA FIRE AUTHORITY

November 17, 2021 – 6:00 pm

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

Present:

Chairman Bill Bamber, Vice Chairman Mike Coddington, Member Bob Hanvey, Secretary Mark Fosdick, Attorney Kevin Gentry, Fire Chief Ron Hicks, Asst. Sec/Treas. Laura Walker

Chairman Bill Bamber called the meeting to order at 6:01 pm

Approve the minutes of the regular meeting of October 20, 2021: MOTION by Mr. Coddington, SUPPORT by Mr. Hanvey to approve the minutes of the regular meeting of October 20, 2021. MOTION CARRIED UNANIMOUSLY.

Call to Public: No Response

Discussion/Approval Purchase of new rescue truck: MOTION by Mr. Fosdick, SUPPORT by Mr. Hanvey to purchase the new rescue truck from Spencer and pay in full to utilize the pre-pay discount. MOTION CARRIED UNANIMOUSLY.

Discussion/Approval Contract Renewal for HAFA Attorney Kevin Gentry: MOTION by Mr. Fosdick, SUPPORT by Mr. Coddington to approve the contract renewal for Attorney Kevin Gentry. MOTION CARRIED UNANIMOUSLY.

Discussion/Approval 2022 HAFA Board Meeting Schedule: MOTION by Mr. Hanvey, SUPPORT by Mr. Fosdick to approve the 2022 HAFA Board Meeting Calendar.

Discussion/Approval disbursement of PSPHPR funds: MOTION by Hanvey, SUPPORT by Mr. Fosdick to honor the recommendation to disburse funds and to allow the remaining funds to be spent within the guidelines of the grant. MOTION CARRIED UNANIMOUSLY.

Approve payment of October Bills and Payroll: MOTION by Mr. Coddington, SUPPORT by Mr. Hanvey to authorize payment of Bills and Payroll in the amount of \$205,147.97. MOTION CARRIED UNANIMOUSLY.

Enter Closed Session: MOTION by Mr. Fosdick, SUPPORT by Mr. Hanvey to enter closed session at 6:20pm. Roll call vote taken: 5 yea's and 0 nay's.

End Closed Session: MOTION by Mr. Fosdick, SUPPORT by Mr. Coddington to end closed session at 6:29pm. Roll call vote taken: 5 yea's and 0 nay's.

MOTION by Mr. Fosdick, SUPPORT by Mr. Coddington to direct Attorney Kevin Gentry to continue with union negotiations. MOTION CARRIED UNANIMOUSLY.

HAFa Mtg. Minutes
March 17, 2021
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Adjourn: MOTION by Mr. Fosdick, SUPPORT by Mr. Coddington to adjourn the meeting at 6:30pm.
MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted: _____
Laura Walker, Asst. Secretary/Treasurer

Approved By: _____
Mark Fosdick, Secretary

MONTHLY UPDATE TO THE BOARD

TO: HOWELL AREA FIRE AUTHORITY BOARD OF DIRECTORS
FROM: RON HICKS, FIRE CHIEF
SUBJECT: MONTHLY HAFD REPORT FOR NOVEMBER 2021
DATE: DECEMBER 15, 2021

During the month of November, the HAFD responded to a total of 166 calls for service. There were 157 calls in November of 2020. The total year-to-date runs for 2021 is 1844. Last year's total at the end of November was 1590.

Some of the more significant events for the month included:

On November 10th Howell Firefighters were dispatched to a reported carbon monoxide incident in the 2000 block of Bowen Rd. in Howell Township. Upon arrival, crews were met outside by family members complaining of sickness and a foul odor inside the home. Upon entry into the home crews found deadly levels of CO coming from the boiler. The unit was shut down and the home was ventilated.

On November 11th, Howell Firefighters were dispatched to a reported vehicle fire in the 1700 block of Fairlawn Rd. in Howell Township. Upon arrival, crews reported the vehicle fully involved and (2) mobile homes as exposures. After the fire was extinguished crews located a subject in the front seat of the vehicle. This incident appears to be a suicide.

On November 16th Howell Firefighters were dispatched to a reported vehicle crash in the 3000 block of Pinckney Rd in Marion Township. Upon arrival, crews found (2) vehicles involved in a head on crash with both drivers requiring extrication. One of the drivers was pronounced deceased on scene.

On November 19th Howell Firefighters were dispatched for a standby on a welfare check in the 1200 block of Maple Leaf Ln. in Oceola Township. Upon arrival, crews assisted the police in searching the home for a male and female that might require medical attention, both were discovered deceased in the home.

Training for the month of November consisted of search and rescue, patient packaging and high angle rescue.

Next meeting of the Howell Area Fire Authority Board is scheduled for Wednesday December 15th, 2021, at 6:00 pm.



Howell Area Fire Department Fire Marshal Division

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

DATE: December 7, 2021
TO: Chief Hicks
Fire Authority Board
FROM: Jamil Czubenko, Deputy Chief/Fire Marshal
REF: November 2021 Month End

The month of November 2021 was busy in the Fire Marshal Division. The 2021 Fantasy of Lights Parade is one of the projects that the FMD was involved with.

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

As a member of the Fantasy of Light's committee, planning continued for the November 26th event. The HAFD tuned up Santa's sleigh and carried Santa and Mrs. Clause through the parade and we all made it on his GOOD list. This year's event drew tens of thousands of people into the City of Howell. The HAFD also performed safety inspections of all floats and assisted in setup and tear down as needed. This event was successful and went without any incident.

The Parade used a staging method this year again, requiring some planning for FD responses to and from the Main Fire Station. In the years past, the Old Citizen parking lots were utilized for all float staging. This year, the staging was along Grand River from Byron Rd to the Howell High School Drive. A plan for response was developed and shared with all firefighters so that our responses would not be affected.

The FD continues to share our safety messages and keeping our customers informed. Our Facebook page has 4,245 current followers and reached an average of 419 people who saw any of our posts at least once during November. Our Instagram currently has 688 followers where similar messages and images are shared to promote our Department.

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

Our Smoke Detector Program visited 10 homes, where we either evaluated or installed new equipment.

December 2021 brings us more planning for future building projects, various fire prevention events and the Christmas Holiday.

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2021-1747	131 - Passenger vehicle fire	11/11/2021	1701 Fairlawn	C-202,CH20,EN20,EN21,FM2,LT23,STA20
2021-1747	131 - Passenger vehicle fire	11/11/2021	1701 FAIRLAWN	C-202,CH20,EN20,EN21,FM2,STA20
2021-1750	622 - No incident found on arrival at dispatch address	11/13/2021	1333 E I96	C-202,EN20,EN21,STA20
2021-1753	320 - Emergency medical service, other	11/13/2021	5479 SPRING CREEK DR	BR20,STA20
2021-1755	551 - Assist police or other governmental agency	11/14/2021	174 HENDERSON RD	BR20,STA20
2021-1760	324 - Motor vehicle accident with no injuries.	11/14/2021	1333 E I96	C-202,EN20,EN21,STA20
2021-1772	611 - Dispatched & cancelled en route	11/17/2021	1550 BYRON RD	STA20
2021-1773	551 - Assist police or other governmental agency	11/17/2021	1500 BYRON RD	EN20,FM2,STA20
2021-1774	551 - Assist police or other governmental agency	11/17/2021	2211 GRAND COMMERCE DR	BR20,CPT20,STA20
2021-1777	611 - Dispatched & cancelled en route	11/18/2021	746 OLDE ENGLISH CIR	STA20
2021-1778	551 - Assist police or other governmental agency	11/18/2021	2768 FLEMING RD	BR20,STA20
2021-1779	551 - Assist police or other governmental agency	11/19/2021	3381 FLEMING RD	BR20,STA20
2021-1785	551 - Assist police or other governmental agency	11/19/2021	1240 PACKARD DR	BR20,C-2,C-202,FM2,STA20
2021-1796	551 - Assist police or other governmental agency	11/21/2021	3003 W GRAND RIVER	BR20,EN20,STA20
2021-1801	444 - Power line down	11/21/2021	4595 FISHER RD	BR24,LT24,STA24
2021-1803	551 - Assist police or other governmental agency	11/22/2021	3705 W GRAND RIVER	BR20,C-202,STA20
2021-1809	551 - Assist police or other governmental agency	11/22/2021	3705 W GRAND RIVER	BR20,CH20,STA20
2021-1813	311 - Medical assist, assist EMS crew	11/23/2021	135 E I96	EN20,STA20
2021-1817	631 - Authorized controlled burning	11/23/2021	3778 MASON RD	CH20,EN20,STA20
2021-1818	551 - Assist police or other governmental agency	11/23/2021	5486 SPRING CREEK DR	BR20,STA20
2021-1834	622 - No incident found on arrival at dispatch address	11/27/2021	1367 E I96	EN20,FM2,STA20
2021-1846	311 - Medical assist, assist EMS crew	11/28/2021	3003 W GRAND RIVER	BR20,STA20
2021-1847	551 - Assist police or other governmental agency	11/28/2021	600 WARBLER WAY	BR20,STA20
2021-1849	551 - Assist police or other governmental agency	11/29/2021	5100 OAK GROVE RD	BR24,CPT24
2021-1855	611 - Dispatched & cancelled en route	11/29/2021	4550 W ALLEN RD	CH24,STA24
2021-1862	551 - Assist police or other governmental agency	11/30/2021	404 CUMBERLAND RD	BR20,STA20

Total # Incidents for HOWELL TWP:

35

ZONE: MARION - MARION Twp

2021-1698	551 - Assist police or other governmental agency	11/01/2021	350 DINKEL DR	BR23,CH23,CPT23,STA23
2021-1716	531 - Smoke or odor removal	11/04/2021	1036 SPIREA	CH20,EN20,STA20

Only REVIEWED incidents included. Archived Zones cannot be unarchived.



INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2021-1719	424 - Carbon monoxide incident	11/05/2021	2392 PINGREE RD	CH23,CPT23,EN23,STA20
2021-1721	324 - Motor vehicle accident with no injuries.	11/06/2021	1358 E I96	C-202,EN20,FM2,STA20
2021-1722	551 - Assist police or other governmental agency	11/06/2021	5972 LONG VIEW LN	BR20,BR23,STA20,STA23
2021-1727	551 - Assist police or other governmental agency	11/06/2021	350 DINKEL DR	BR20,CPT23,STA20,STA23
2021-1730	611 - Dispatched & cancelled en route	11/07/2021	379 WOODCREEK DR	BR20,STA20
2021-1735	311 - Medical assist, assist EMS crew	11/09/2021	2866 JEWELL RD	BR23,STA20
2021-1736	622 - No incident found on arrival at dispatch address	11/09/2021	2500 RIDGEWOOD DR	BR23,STA20
2021-1737	551 - Assist police or other governmental agency	11/09/2021	350 DINKEL DR	BR20,BR23,CH23,CPT23,STA20,STA23
2021-1738	311 - Medical assist, assist EMS crew	11/09/2021	350 DINKEL DR	BR23,CH23,CPT23,STA20,STA23
2021-1761	551 - Assist police or other governmental agency	11/14/2021	355 DINKEL DR	BR23,STA20,STA23
2021-1764	561 - Unauthorized burning	11/16/2021	3630 MASON RD	CH20,EN20,STA20
2021-1767	322 - Motor vehicle accident with injuries	11/16/2021	3999 PINCKNEY RD	C-202,CH23,CPT23,EN20,EN21,EN23,R20
2021-1768	611 - Dispatched & cancelled en route	11/16/2021	3999 PINCKNEY RD	C-2
2021-1776	551 - Assist police or other governmental agency	11/18/2021	1597 SEXTON RD	EN23,STA20,STA23
2021-1783	200 - Overpressure rupture, explosion, overheat other	11/19/2021	1367 E I96	C-202,EN20,FM2,STA20
2021-1787	611 - Dispatched & cancelled en route	11/19/2021	1369 W I96	CPT22,EN20,EN22,FM2
2021-1792	324 - Motor vehicle accident with no injuries.	11/19/2021	1367 E I96	EN20,EN21,STA20
2021-1800	611 - Dispatched & cancelled en route	11/21/2021	5292 NORTON RD	STA20
2021-1806	412 - Gas leak (natural gas or LPG)	11/22/2021	205 FRANCIS RD	EN20,FM2,STA20
2021-1828	611 - Dispatched & cancelled en route	11/26/2021	4303 IRENE ST	BR23,CH23,STA20
2021-1830	311 - Medical assist, assist EMS crew	11/26/2021	1099 WEST OAKS DR	BR20,STA20
2021-1836	551 - Assist police or other governmental agency	11/27/2021	2839 JEWELL RD	BR20,BR23,CPT23,LT23,STA20
2021-1840	551 - Assist police or other governmental agency	11/27/2021	2889 RUBBINS RD	BR23,CPT23,STA20,STA23
2021-1845	551 - Assist police or other governmental agency	11/28/2021	2125 NORTON RD	BR20,STA20
2021-1858	551 - Assist police or other governmental agency	11/30/2021	2743 HIGH MEADOWS DR	BR23,STA20

Total # Incidents for MARION:

27

ZONE: OCEOLA - OCEOLA Twp				
2021-1701	551 - Assist police or other governmental agency	11/01/2021	4010 HIDDEN TRL	BR22,STA22
2021-1702	551 - Assist police or other governmental agency	11/01/2021	1490 ARGENTINE RD	BR22
2021-1704	311 - Medical assist, assist EMS crew	11/02/2021	2699 LAUREL RIDGE LN	BR22,C-202
2021-1707	311 - Medical assist, assist EMS crew	11/03/2021	5475 CLYDE RD	BR22
2021-1709	321 - EMS call, excluding vehicle accident with injury	11/03/2021	1130 PURDY LN	BR22,STA22

Only REVIEWED incidents included. Archived Zones cannot be unarchived.



MHOG Water Authority Meeting December 15, 2021 at 5:00 PM

AGENDA

1. Approval of the Minutes of November 17, 2021
2. Call to Public
3. Reports
 - Staff Reports: (Greg Tatara)
 - Treasurer (Robin Hunt)
 - Engineer (Gary Markstrom)
 - CPA (Ken Palka)
4. New Business
 - Correspondence
5. Old Business
6. Adjournment

Marion Howell Oceola Genoa

WATER AUTHORITY

MHOG Water Authority Meeting MINUTES

The Marion, Howell, Oceola, Genoa Water Authority met on November 17, 2021 at 5:00 PM. Members present were Bamber, Coddington, Rogers, Hanvey, Hunt, Lowe, Counts and Schuhmacher.

The meeting was called to order by Chairman Hanvey.

A motion was made by Rogers to approve the minutes of the October 20, 2021 meeting. The motion was seconded by Coddington and carried.

A call to the public was held.

A motion was made by Rogers to enter closed session to discuss legal negotiations. The motion was seconded by Coddington. All voted "Yes" except Lowe who was absent.

A motion was made by Bamber to come out of a closed session. The motion was seconded by Schuhmacher and carried, with all members voting yes.

A motion was made by Schuhmacher to approve General Fund checks # 8968 through 8999 and PR 696-703, totaling \$179,80.26. The motion was seconded by Counts and carried.

A motion was made by Rogers to approve check # 1080 for \$8,300.00, from Capital Reserve Replacement Fund. The motion was seconded by Coddington and carried.

A motion was made by Counts to approve checks # 1023 & 1024 from Connection Fees for \$5,065.00. The motion was seconded by Coddington and carried.

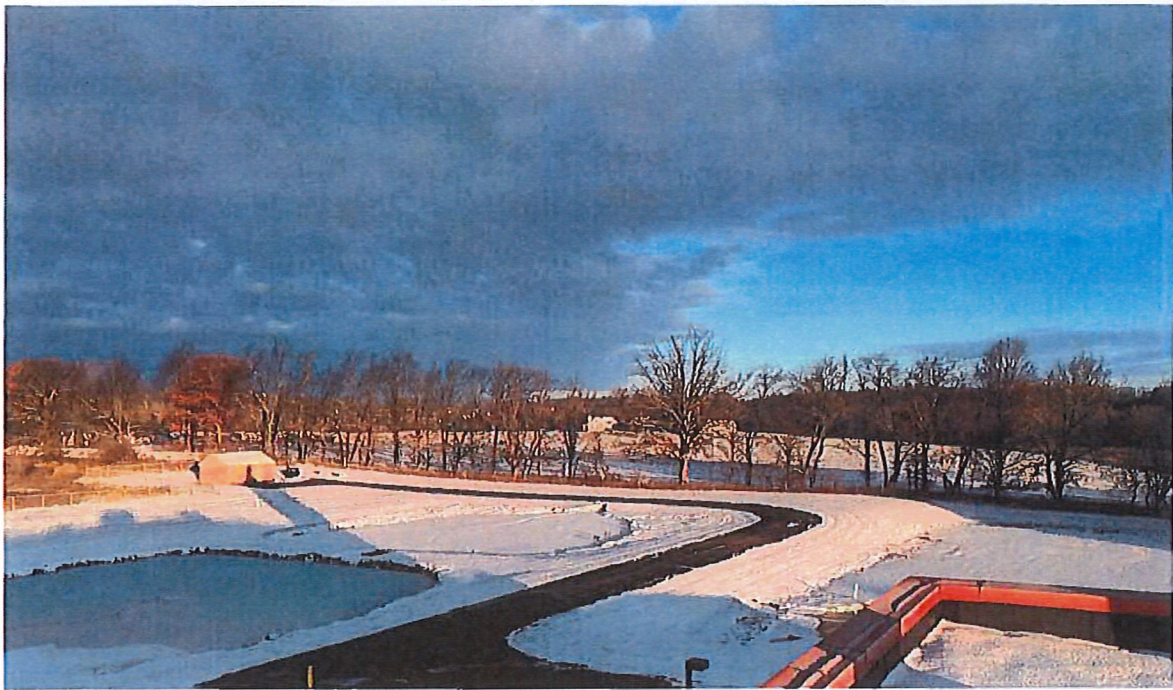
A motion was made Hunt to approve the meeting schedule as presented. The motion was seconded by Lowe and carried.

A motion was made by Schuhmacher to adjourn. The motion was seconded by Counts and carried.

William J. Bamber, Secretary

Marion, Howell, Ocala, and Genoa Sewer and Water Authority

System Operational Report



For

December 15th, 2021



MHOG Utility Department

2911 Dorr Road
Brighton, MI 48116
810-227-5225
www.mhog.org

December 10, 2021

Marion, Howell, Oceola, and Genoa Sewer and Water Authority
1577 North Latson Road
Howell, MI 48843

Subject: M.H.O.G. – November 2021 Board Report

Dear Board Members;

The MHOG System operated well over the past month. The front cover photograph is a picture of the lime lagoons from the roof of the MHOG plant. This picture was used in a virtual tour and lecture we provided to MSU Engineering Students this month. Following is a summary of the major activity since the November 17, 2021 meeting.

- We are asking the Board to approve the 2022 – 2026 Capital Improvement Plan, a copy of which is included in the report. The first project, paving of the plant grounds, was supposed to be completed this past year; however, Asphalt Specialties, Inc. did not get the work done prior to cold weather arriving. We will be in contact with them regarding holding their price and completing the work in early 2022. The other large projects are primarily new development based. However, given our recent growth, we need to consider installation of the cross-country transmission main in 2023, as weather, along with the recent growth we have had, can impact our ability to distribute water. Hopefully, supply and bidding conditions change to allow this project to be constructed, otherwise we may need to look at procuring pipe prior to bidding of the project. Other projects are intended to improve security, reliability, and operational flexibility.
- We are pleased that Seven Brother's Painting has completed the required Ten State Standards Updates to our towers. All of our overflow and vents now have the required #24 mesh on the openings. Reports from Nelson Tank on the inspection of these repairs are provided. For the 2021 tank painting project, the only remaining item is insulation of the base bells on the Oceola and Genoa Towers. Due to the dark paint, we did not want summer temperatures impacting the electronics. Unfortunately, the insulation must be applied when temperatures are above 59 degrees F, and the insulation material is still on back order. Therefore, this last portion of the project will be completed in the spring.
- We are requesting during the meeting the Board enter into a closed session for the sole purpose of discussing litigation with Padnos as well as Hometown Village of Marion.

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- o New development has been very busy. Following is a summary of the activities:
 - 1. For Plan Review:
 - 1. Tamarack Place, on Peavy Road is submitting for permits. We have concluded review of the water main including the portion that will be 20-inch transmission main.
 - 2. We have obtained EGLE Permits for LACASA and Nexthome Realty. We are awaiting scheduling of pre-construction meetings.
 - 3. We are awaiting installation of the fire suppression line for Grand River Office Complex.
 - 2. For Construction:
 - 1. Union at Oak Grove is locating the 16-inch watermain on Oak Grove Road, so that a determination can be made for sufficiency of space for a gate well.
 - 2. The final hydrant was relocated at Birkenstock Mini Storage in Genoa Township.
 - 3. Marion Oaks is continuing with water main installation. We are working hard to ensure the connection with Wright Road is completed.
 - 4. The Livingston County Road Commission Fire Suppression Line is currently being tested.
 - 3. For Chestnut Crossing:
 - 1. We issued a letter notifying of our intent to seek an injunction from storm water discharge. We discussed this with Chestnut, and they are seeking a permanent outlet for the pond. The LCRC will not grant this in the ditch, so it may be possible to have an outlet through Heritage Square. We wish to discuss options with the MHOG Board regarding this continuing issue.
 - o For the past couple of years, we were finding that we're running a deficit in the Genoa Meter Fund Account. This account, is a revolving fund, where meter purchase fees from townships are deposited, and then meters are purchased for installation in homes and businesses. We were doing a good job on inventory in this fund and recouping costs for replacement meters. However, we determined that the deficit was due to not seeking reimbursement for MXU reading device change outs. When a customer purchases a meter package, this includes the reading device, currently \$185. Over time, batteries wear out, devices get damaged, or electronics fail. We seek warranty replacement on these, but often they are out of warranty as we began installing these devices in 2006. Therefore, it is important that when an MXU is changed out, we recover the cost for a new reading device. A copy of the number of these devices changed out in the past year is included in the report.
 - o Additionally, we are working with our supplier Sensus regarding a shortage of MXU devices. The chip shortage has impacted supply and we are now looking at August to potentially get devices. We are thinking of ways to continue to get reads for new installs and failed devices

in the future. In the short term, we have been installing existing single port devices, but we are quickly running out of those, and once irrigation season begins, we won't be able to read those meters as we are installing a single port on the main meter. Normally, a dual port MXU, capable of reading two meters is installed, but due to the shortage we cannot obtain any of these. It likely is going to become a challenge for us in 2022.

- o The Deputy report highlights the October production data as well other maintenance activities performed over the past month.
- o In Section 4, presented is the FY2022 budget to actual report for October of FY 2022. For the first month, we do not have any surprising budget numbers.

We look forward to discussing the contents of the report in detail with the Board at the regular meeting on December 15th, 2021.

Sincerely,



Greg Tatara
Utility Director

HOWELL recreation

Howell Area Parks & Recreation Authority
Oceola Community Center

Regular Board Meeting Minutes

December 21, 2021

Call to Order

Treasurer Jean Graham called the meeting to order at 7:00 pm.

Pledge of Allegiance

Attendance

Treasurer Jean Graham, Secretary Tammy Beal, and Trustee Nikolas Hertrich

Absent

Chairman Sean Dunleavy, Vice Chair Diana Lowe

Staff

Director Tim Church, Kyle Tokan, Jen Savage, Renee Baumgart

Agenda

Director Church suggested postponing items #8 Oceola Lease Agreement and #9 ICMA Retirement until the January meeting and we have a full Board present. Tammy Beal made a motion to postpone agenda items #8 and #9 until January when we have a full Board present, supported by Nick Hertrich. **Motion carried 3-0.** Nick Hertrich made a motion to approve the amended agenda as presented, Tammy Beal supported. **Motion carried 3-0.**

Regular Board Minutes from November 16, 2021

Motion by Nick Hertrich to approve the November 16, 2021 Board minutes as presented, supported by Tammy Beal. **Motion carried 3-0.**

Call to the Public-None Heard.

Staff Comments

Renee Baumgart reported that there were 45 participants at the Senor's Thanksgiving dinner and 75 participants at the Christmas dinner at Chemung Hills; \$250 was raised.

2022 HAPRA Budget

Director Church reported that every jurisdiction passed the 2022 HAPRA Budget with very few questions.

Motion by Tammy Beal to accept the 2022 HAPRA Budget as presented, seconded by Nick Hertrich. **Motion carried 3-0.**

Check Register ending November 30, 2021

Jean Graham asked what Global Payments are? Jen Savage explained that they are credit card payments.

Bank Statements ending November 30, 2021

Everything looks good.

Financial Report ending November 30, 2021

Director Church explained that December will plateau because of no registrations coming in, but everything is lining up.

Director Report

- Holiday hours are Thursday, Dec. 23- 8am-5pm. And Monday through Thursday next week 8am-5pm. They will resume normal business hours on January 3, 2022.
- Number of participants is going up, the report was handed out. Gym rental is picking up. November had 715 drop-ins.
- Strategic Planning session is being planned for this Board sometime in April. Director Church is working with someone to speak on steps to take to get a millage passed.

Old Business

- Breakfast with Santa was successful even though the power went out due to high winds.
- Road rally was moved to December 18th instead of December 11th.
- Bad Santa Trivia was December 16th with 25 teams.
- Picture with Santa was held at the Ocala Center December 13th.
- About 200 letters from Santa were responded to and mailed out.

New Business

None

Next Meeting

Tuesday, January 18th at 7pm at the Ocala Community Center.

Adjournment

Motion to adjourn at 7:21 pm by Nick Hertrich supported by Tammy Beal. **Motion carried 3-0.**

Approved

Date

Submitted by: Tammy L. Beal, Secretary

COMPLAINT LOG

Complaint #	Complainant Name	Offender Name	Complaint Details	Action Taken	Date Violation	Show Cause Date	Resolved
#07-21	Peter Bolen	Sarah Plumley	Junk Yard Running Business				
12/13/2021	4333 Boscher	4099 Biscger					
	517-546-0228	4710-25-100-024					
#08-21	Matthew LaBelle	Brian Sheehan	Horse on 1 acre Property				
	4929 Pingree	4907 Pingree					
	248-408-8497	4710-30-400-038					

DPW Reports 2021

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
WATER													
NEW	7	11	9	14	4	6	2	1	5	20	6	10	95
EXISTING									1				1
REPLACEMENT													
IRRIGATION													
NEW	2	8	9	15	2	5	5	1	8	7	1	10	73
EXISTING													
SEWER													
NEW	7	11	8	13	5	6	4	1	5	21	6	10	97
EXISTING													
TOTAL	16	30	26	42	11	17	11	3	19	48	13	30	266

INTEREST EARNED REPORT FY2022

INVESTMENT INTEREST EARNED REPORT FY2022

GENERAL FUND	BALANCE 6/30/2021	July	Aug	Sept	1st QTR	Oct	Nov	Dec	2nd QTR	EARN YTD	BALANCE
FNBH Sav #819599	\$ 320,628.50	\$ 56.66	\$ 40.86	\$ 39.54	\$ 137.06	\$ 40.86	\$ 37.06	\$ 38.23	\$ 116.15	\$ 253.21	\$ 320,881.71
FNBH Land Acq.#819342	\$ 226,055.57	\$ 30.35	\$ 19.20	\$ 23.12	\$ 72.67	\$ 31.99	\$ 30.97	\$ 32.00	\$ 94.96	\$ 167.63	\$ 226,223.20
FNBH GEN CHECKING #10	\$ 1,928,017.12	\$ 286.17	\$ 203.58	\$ 208.30	\$ 698.05	\$ 162.69	\$ 157.30	\$ 165.35	\$ 485.34	\$ 1,183.39	\$ 1,962,725.24
The State Bank #37106 CD	\$ 249,492.77										\$ 249,492.77
Flagstar Bank #427853054	\$ 128,111.02										\$ 128,111.02
Flagstar Bank #128018365	\$ 113,351.85										\$ 113,351.85
Key Bank #22968300100	\$ 239,556.98	\$ 2.03	\$ 2.04	\$ 2.03	\$ 6.10	\$ 1.97	\$ 1.97	\$ 2.03	\$ 5.97	\$ 12.07	\$ 239,569.05
Monthly Totals	\$ 3,205,213.81	\$ 375.21	\$ 265.68	\$ 272.99	\$ 913.88	\$ 237.51	\$ 227.30	\$ 237.61	\$ 702.42	\$ 1,616.30	\$ 3,240,354.84

WATER FUND

WATER NU #205856	\$ 477,594.87	\$ 68.06	\$ 47.94	\$ 48.41	\$ 164.41	\$ 42.36	\$ 40.43	\$ 42.15	\$ 124.94	\$ 289.35	\$ 505,979.22
Monthly Totals	\$ 477,594.87	\$ 68.06	\$ 47.94	\$ 48.41	\$ 164.41	\$ 42.36	\$ 40.43	\$ 42.15	\$ 124.94	\$ 289.35	\$ 505,979.22

SEWER FUND

CIBC CD # 6981321	\$ 207,689.29										\$ 207,689.29
FNBH Sew OM #194910	\$ 193,386.85	\$ 245.91		\$ 241.66	\$ 487.57	\$ 154.27	\$ 149.43	\$ 154.46	\$ 458.16	\$ 855.18	\$ 1,213,709.67
MSUFCU CD # X225	\$ 202,677.71	\$ 172.98	\$ 113.22	\$ 110.82	\$ 397.02	\$ 154.27	\$ 149.43	\$ 154.46	\$ 458.16	\$ 855.18	\$ 1,213,709.67
FNBH Sew NOW #206029	\$ 1,212,854.49										\$ 1,212,854.49
FNBH Sew NU #5102405	\$ 670,560.89										\$ 670,560.89
Mercantile Bank #4300172	\$ 203,859.37										\$ 203,859.37
CIBC CDARS #1023732161	\$ 2,008,995.59	\$ 221.84	\$ 221.84	\$ 214.74	\$ 658.42	\$ 203.74	\$ 165.20	\$ 170.75	\$ 539.69	\$ 1,198.11	\$ 2,010,193.70
Monthly Totals	\$ 4,700,024.19	\$ 418.89	\$ 113.22	\$ 352.48	\$ 884.59	\$ 154.27	\$ 149.43	\$ 154.46	\$ 458.16	\$ 1,342.75	\$ 4,650,898.66
Grand Total	\$ 8,382,832.87	\$ 862.16	\$ 426.84	\$ 673.88	\$ 1,962.88	\$ 434.14	\$ 417.16	\$ 434.22	\$ 1,285.52	\$ 6,496.80	\$ 8,397,232.72

SEWER OPERATING & MANAGEMT

Previous Balance	\$	154,720.87
Receipts	\$	50,151.74
Interest		
	\$	<u>204,872.61</u>
Expenditures	\$	63,152.15
Balance	\$	<u>141,720.46</u>

SEWER - NEW USER

Previous Balance	\$	850,310.89
Receipts	\$	37,000.00
Interest		
	\$	<u>887,310.89</u>
Expenditures	\$	-
Balance	\$	<u>887,310.89</u>

SPEC ASSESS. FUND

Previous Balance	\$	62,538.08
Receipts	\$	31,997.29
	\$	<u>94,535.37</u>
Expenditures	\$	1,694.42
Balance	\$	<u>92,840.95</u>

ESCROW FUND

Previous Balance	\$	95,567.88
Receipts	\$	3,000.00
	\$	<u>98,567.88</u>
Expenditures	\$	1,741.50
Balance	\$	<u>96,826.38</u>

SUMMARY TOTALS

General Fund	\$	2,087,021.87
Cemetery Fund	\$	48,362.50

GENERAL FUND CHECKING

Previous Balance	\$	1,962,725.24
Receipts	\$	282,513.16
Interest	\$	165.35
	\$	<u>2,245,403.75</u>
Expenditures	\$	158,381.88
Balance	\$	<u>2,087,021.87</u>

CEMETERY FUND

Previous Balance	\$	51,577.50
Receipts	\$	-
Interest		
	\$	<u>51,577.50</u>
Expenditures	\$	3,215.00
Balance	\$	<u>48,362.50</u>

PARKS & RECREATION FUND

Previous Balance	\$	27,649.56
Receipts	\$	-
Interest		
	\$	<u>27,649.56</u>
Expenditures	\$	181.20
Balance	\$	<u>27,468.36</u>

WATER - NEW USER

Previous Balance	\$	490,469.07
Receipts	\$	15,468.00
Interest	\$	42.15
	\$	<u>505,979.22</u>
Expenditures	\$	-
Balance	\$	<u>505,979.22</u>

Parks & Rec Capital Chk	\$	27,468.36
Water - New User	\$	505,979.22
Sewer Operating & Mana	\$	141,720.46
Sewer - New User	\$	887,310.89
Special Assess. Fund	\$	92,840.95
Escrow Fund	\$	96,826.38
TOTAL	\$	3,887,530.63

#101 General Fund Transactions by Account

As of December 31, 2021

Date	Num	Name	Amount
001 - CASH - GENERAL - FNB			
12/01/2021	11703	BEAR WATER TREATMENT	-89.38
12/01/2021	11704	MICH. ASSOC. OF MUNICIPAL CI	-120.00
12/01/2021	11705	DAVID HAMANN	-99.12
12/06/2021	11706	JENNIFER GONZALEZ	-100.00
12/06/2021	11707	FIRE PROTECTION PLUS, INC	-162.75
12/06/2021	11708	B&L Services	-635.00
12/06/2021	11709	FOWLerville NEWS & VIEWS	-180.00
12/06/2021	11710	Culligan of Ann Arbor	-57.60
12/06/2021	11711	PNC Bank	-250.20
12/06/2021	11712	Spicer Group Inc	-11,639.50
12/08/2021	11716	AT&T -General	-431.23
12/08/2021	11717	VERIZON WIRELESS	-52.89
12/09/2021	11713	VOYA Institutional Trust	-300.00
12/09/2021	11714	Marion Township Flex Fund	-1,593.33
12/09/2021	11719	ALERUS PAYMENT SOLUTIONS	-3,999.82
12/09/2021	0012199	LESLIE D. ANDERSEN	-339.42
12/09/2021	0012200	JAMES L. ANDERSON JR.	-176.20
12/09/2021	0012201	LARRY J. FILLINGER	-138.52
12/09/2021	0012203	SCOTT R. LLOYD	-168.31
12/09/2021	0012202	EDMUND J. GALUBENSKY	-92.35
12/09/2021	0012204	BRUCE V. POWELSON	-184.70
12/09/2021	0012205	CHERYL A. RANGE	-184.70
12/09/2021	0012206	JEAN ROOT ...	-88.10
12/09/2021	E87902	TAMMY L. BEAL	-2,642.39
12/09/2021	E87903	DIANE D. BOCKHAUSEN	-92.35
12/09/2021	E87904	GAIL A. BURLINGAME	-2,922.26
12/09/2021	E87905	SANDY DONOVAN	-3,270.13
12/09/2021	E87906	GREGORY L. DURBIN	-1,093.09
12/09/2021	E87907	LAWRENCE W. GRUNN	-264.30
12/09/2021	E87908	DAVE HAMANN	-2,849.15
12/09/2021	E87909	ROBERT W. HANVEY	-3,844.16
12/09/2021	E87910	ROBERT JABER JR	-2,728.10
12/09/2021	E87912	LOREEN B. JUDSON	-3,485.12
12/09/2021	E87913	THOMAS A. LLOYD	-516.36
12/09/2021	E87914	SANDRA J. LONGSTREET	-2,290.48
12/09/2021	E87915	DANIEL F. LOWE	-461.29
12/09/2021	E87917	KITSEY A. RENNELLS	-2,679.42
12/09/2021	E87919	JESSICA S. TIMBERLAKE	-2,189.69
12/13/2021	11720	PAULA LASSILA	-100.00
12/13/2021	11721	GORMLEY AND JOHNSON LAW (-176.55
12/13/2021	11722	CCUMMINGS, MCCLOREY, DAVI	-300.00
12/14/2021	11723	ACCIDENT FUND CO	-2,605.00
12/14/2021	11724	DTE ENERGY	-381.89
12/16/2021	11725	Copier & Fax Repair Service, LLC	-124.00

#101 General Fund
Transactions by Account

As of December 31, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/16/2021	11726	Charter Communications	-431.21
12/20/2021	11727	Marion Township Flex Fund	-1,593.33
12/22/2021	11728	CARLISLE/WORTMAN, Inc.	-1,260.00
12/22/2021	11729	Blue Cross Blue Shield of Michigan	-16,553.26
12/23/2021	11730	Colonial Life	-452.74
12/23/2021	11731	CONSUMERS ENERGY	-373.60
12/23/2021	11732	Tammy Beal	-287.54
12/28/2021	11733	Jessica Timberlake	-61.60
12/28/2021	11734	Marion Township Flex Fund	-50,400.00
12/28/2021	11735	Marion Township Flex Fund	-2,800.00
12/28/2021	11737	Spicer Group Inc	-18,679.25
12/28/2021	11738	STAPLES	-313.86
12/28/2021	11739	PNC Bank	-389.25
12/28/2021	11740	Applied Imaging Systems Inc.	-564.20
12/28/2021	11741	SANDRA DONOVAN	-135.52

2021 ZONING REPORT

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Homes	8	15	15	12	5	7	2	3	9	7	8	14	105
Condo Units				3		2				15			20
Accessory Bldgs.			3	2	1	2		2			1		11
Decks		1	5	9	5	5	4	8	4	4	1	1	47
Pools	1	1	4	1	2	1	2				1		13
Additions	1	1	3	3	3	2	1	1			1		16
Land Balancing													0
Other			2	2		2	1	1	3	1	1	1	14
TOTAL LAND USES	10	18	32	32	16	21	10	15	16	27	13	16	226
Waivers	1	3	5	10	11	14	1	3	3	7	5	3	66
Finals	7	5	6	11	8	29	12	23	17	15	12	14	159
Site Plans						1							1
Pre-Planning Meetings					1								1
Sewer Inspections	2	4	12	7	11	12	0	4	2	2	5		61

John M. Pfeffer, C.P.A.
 Patrick M. Hanniford, C.P.A.
 Kenneth J. Palka, C.P.A.

PFEFFER ▪ HANNIFORD ▪ PALKA
Certified Public Accountants

225 E. Grand River - Suite 104
 Brighton, Michigan 48116-1576
 (810) 229-5550
 FAX (810) 229-5578

Members:
 AICPA Private Practice Companies
 Section
 MACPA

MARION TOWNSHIP
 ATTENTION: CLERK
 2877 W COON LAKE RD
 HOWELL, MI 48843

December 9, 2021

FOR PROFESSIONAL SERVICES RENDERED:

Audit of financial statements for the year ended June 30, 2021

#101 General Fund	8,435.00
#415 Special Assessment Fund	1,300.00
#593 Sewer Fund	6,300.00
#592 Water New User Fund	1,865.00
	<hr/>
	\$17,900.00
	<hr/> <hr/>

MARION TOWNSHIP
2877 W. COON LAKE ROAD
HOWELL, MI 48843
Phone 517-546-1588
Fax 517-546-6622

TRANSMITTAL

TO: Board of Trustees

DATE November 18, 2021

PROJECT **Preliminary Site Plan**
Howell Storage Expansion
SPR#02-21

VIA Hand Delivery

WE ARE SENDING: Herewith Under Separate Cover

THE FOLLOWING:

- Site Plan review for SPR#02-21 Howell Storage 10/18/2021
- Carlisle/Wortman Review letter dated 10/07/2021
- Spicer review letter dated 10/05/2021
- LCDC review email dated 10/11/2021
- HFA review letter dated 10/11/2021
- Planning Commission Minutes from October 26, 2021 meeting

FOR YOUR: approval/ denial as requested
 other review & comment

REMARKS:

The attached Site Plan for SPR#02-21 Howell Storage Expansion is for Preliminary Site Plan review only! This information is for **Review and approval**. Let me know if you have any questions.

FROM: Dave Hamann, Zoning Administrator

Copy: file



Approved by: _____
Larry Grunn, Chairperson

Date: _____

**MARION TOWNSHIP PLANNING COMMISSION
IN-PERSON / VIRTUAL MEETING MINUTES
OCTOBER 26, 2021 / 7:30PM**

DRAFT

MEMBERS PRESENT:

- LARRY GRUNN – CHAIRPERSON *(In-Person)*
- JAMES ANDERSON – VICE CHAIR *(In-Person)*
- CHERYL RANGE – SECRETARY *(In-Person)*
- BOB HANVEY – *(In-Person)*
- BRUCE POWELSON – *(In-Person)*

OTHERS PRESENT:

- DAVE HAMANN – ZONING ADMINISTRATOR *(In-Person)*
- JOHN ENOS – CARLISLE WORTMAN *(In-Person)*

MEMBERS ABSENT:

NONE

CALL TO ORDER

Larry Grunn called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF OCTOBER 26, 2021 PLANNING COMMISSION MEETING AGENDA

Jim Anderson made a motion to approve the agenda for the October 26, 2021 Planning Commission meeting. Bruce Powelson seconded. **MOTION CARRIED**

APPROVAL OF SEPTEMBER 28, 2021 PLANNING COMMISSION MEETING MINUTES

Bruce Powelson made a motion to approve the September 28, 2021 Planning Commission meeting minutes, as presented. Jim Anderson seconded. **MOTION CARRIED**

CALL TO THE PUBLIC

No comments were made.

NEW BUSINESS:

1) SPR#02-21 HOWELL STORAGE EXPANSION 4710-02-400-010 JIM ABRAHAM

Jim Abraham arrived to the meeting. Mr. Abraham explained that he would like to leave his parking lot gravel instead of pouring cement/concrete. Doing this would help with some of the drainage issues and will also allow for easier expansion in the future. Mr. Abraham would also like to put in some temporary storage units as well, to offer more storage options for residents. John Enos is OK with leaving the parking lot gravel, but reminded the commissioners that typically cement is the way to go. Jim Abraham also stated that he is no longer going to store campers, only storage units. He also assured the commissioners that snow plowing will not be a problem this winter and he already has a few different options in place. Jim Anderson recommended that Jim Abraham get involved with the DEQ to make sure that he will not be encroaching on any nearby wetlands. Jim Abraham also has a storm septic device that will help with rain storm overflow. There is maintenance done regularly each year to ensure proper operation. They also have a Knox-box and fire extinguishers for emergencies.

Dave Hamann reminded everyone that this is a preliminary site plan review and the commissioners will see this site plan again for a final review. John Enos stated that Phil Westmoreland from Spicer did recommend approval for this, as long as the stated issues were addressed. Bob Hanvey asked Mr. Abraham if he was asking for approval for the temporary units. Mr. Abraham said that he was asking for approval for the temporary and permanent units. John Enos stated that Mr. Abraham may have to go to the ZBA for a variance.

Cheryl Range made a motion to recommend approval to the Board of Trustees for the Howell Storage Expansion SPR# 02-21, with the issues from Spicer and Carlisle Wortman being resolved. Jim Anderson seconded. **MOTION CARRIED**

SPP ~~Abraham~~
02-21

MARION TOWNSHIP APPLICATION FOR SITE PLAN REVIEW

RECEIVED

SEP 13 2021

MARION TOWNSHIP

Date: 9/13/21
 Parcel I.D. Number: 4710-02-400-010

Property Owner(s) Name (Print or Type):
Jim Abraham
 Mailing Address (Print or Type):
1650 Pinckney Rd Howell, MI
 City, State, ZIP (Print or Type): 48843
248 343-8855
 Phone (Print or Type):

Applicant(s) Name (Print or Type):
Jim Abraham
 Mailing Address (Print or Type):
1650 Pinckney Rd Howell MI
 City, State, ZIP (Print or Type): 48843
248 343-8855
 Phone (Print or Type):

Name of Proposed Development: Howell Storage Expansion
 Location of Proposed Development (address): 1650 Pinckney Rd Howell MI
 City, State, ZIP (Print or Type): 48843
 N E S W Side of Pinckney Rd. Road between
Francis Rd. and I-96 Roads

- The property owner(s) must sign this application. In lieu of the owner(s) signature on this application, the owner may provide a letter authorizing the applicant to act on his / her behalf. This application will not be processed until authorized by the property owner and/or the authorized applicant.

Brief Description of the Proposed Development and / or Project (Land Use):
Expansion and improvement of self-storage facility

I hereby grant permission for members of the Planning Commission, Zoning Administrator or their appointed designee to enter the above-described property for the purpose of gathering information related to this application.

Owner(s) of Record Signature: James Abraham
 Applicant(s) Signature (if other than owner):
 Date: 9/13/21

DO NOT WRITE BELOW THIS LINE – TOWNSHIP USE ONLY

Date Received: 9/13/ Received By: [Signature] Application Fee: \$1000 / \$5000
escrow

PRELIMINARY SITE PLAN REVIEW

AGENCY REVIEWS AND COMMENTS FROM:

County Road Commission: Yes ___ No ___ County Health Department: Yes ___ No ___

County Drain Commissioner: Yes ___ No ___ Fire Department: Yes ___ No ___ Other Agencies: Yes ___ No ___

Township Attorney: Yes ___ No ___ Township Engineer: Yes ___ No ___ Township Planner: Yes ___ No ___

APPROVED

APPROVED WITH CONDITIONS

DENIED

Date: _____

Date: _____

Date: _____

Date Received: _____ Received BY: _____ Application Fee: _____

FINAL SITE PLAN REVIEW

AGENCY REVIEWS AND COMMENTS FROM:

County Road Commission: Yes ___ No ___ County Health Department: Yes ___ No ___

County Drain Commissioner: Yes ___ No ___ Fire Department: Yes ___ No ___ Other Agencies: Yes ___ No ___

Township Attorney: Yes ___ No ___ Township Engineer: Yes ___ No ___ Township Planner: Yes ___ No ___

APPROVED

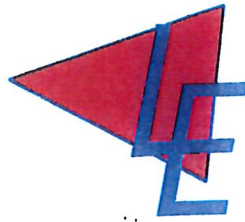
APPROVED WITH CONDITIONS

DENIED

Date: _____

Date: _____

Date: _____



LAWRENCE
ENGINEERING P.C.

CIVIL ENGINEERING • SURVEYING

October 18, 2021

Marion Township
2877 W. Coon Lake Rd.
Howell, MI 48843

RE: Howell Storage Expansion
Site Plan Review

To Whom It May Concern

Per Spicer Group review letter dated October 5th, 2021 Lawrence Engineering P.C. offers the following:

1. Noted
2. Provided on sheet 2.
3. Location map not to scale.
4. Sheet 5
5. Noted
6. Provided
7. Noted as existing.
8. Stormceptor added to plans.
9. Noted

If you have any questions please contact me at (810)750-5280.

Sincerely,

Melissa Lawrence, P.E.
President
Lawrence Engineering, P.C.

Drainage Area		Up Stream Storage	
Total Area (acres)	1.48	Storage (ac-ft)	Discharge (cfs)
Imperviousness %	0.9	0.000	0.000
Water Quality Objective		Up Stream Flow Diversion	
TSS Removal (%)	80.0	Max. Flow to Stormceptor (cfs)	
Runoff Volume Capture (%)		Design Details	
Oil Spill Capture Volume (Gal)		Stormceptor Inlet Invert Elev (ft)	901.50
Peak Conveyed Flow Rate (CFS)		Stormceptor Outlet Invert Elev (ft)	901.49
Water Quality Flow Rate (CFS)		Stormceptor Rim Elev (ft)	909.00
		Normal Water Level Elevation (ft)	901.49
		Pipe Diameter (in)	12
		Pipe Material	RCP - concrete
		Multiple Inlets (Y/N)	No
		Grate Inlet (Y/N)	No

Particle Size Distribution (PSD)		
Removing the smallest fraction of particulates from runoff ensures the majority of pollutants, such as metals, hydrocarbons and nutrients are captured. The table below identifies the Particle Size Distribution (PSD) that was selected to define TSS removal for the Stormceptor design.		
Roads/Hardstand		
Particle Diameter (microns)	Distribution %	Specific Gravity
0.2	0.1	2.65
22.6	9.9	2.65
99.9	40.0	2.65
340.7	40.0	2.65
1000.0	9.9	2.65
2000.0	0.1	2.65



Stormceptor

The Stormceptor oil and sediment separator is sized to treat stormwater runoff by removing pollutants through gravity separation and flotation. Stormceptor's patented design generates positive TSS removal for each rainfall event, including large storms. Significant levels of pollutants such as heavy metals, free oils and nutrients are prevented from entering natural water resources and the re-suspension of previously captured sediment (scour) does not occur. Stormceptor provides a high level of TSS removal for small frequent storm events that represent the majority of annual rainfall volume and pollutant load. Positive treatment continues for large infrequent events, however, such events have little impact on the average annual TSS removal as they represent a small percentage of the total runoff volume and pollutant load.

Design Methodology

Stormceptor is sized using PCSWMM for Stormceptor, a continuous simulation model based on US EPA SWMM. The program calculates hydrology using local historical rainfall data and specified site parameters. With US EPA SWMM's precision, every Stormceptor unit is designed to achieve a defined water quality objective. The TSS removal data presented follows US EPA guidelines to reduce the average annual TSS load. The Stormceptor's unit process for TSS removal is settling. The settling model calculates TSS removal by analyzing:

- Site parameters
- Continuous historical rainfall data, including duration, distribution, peaks & inter-event dry periods
- Particle size distribution, and associated settling velocities (Stokes Law, corrected for drag)
- TSS load
- Detention time of the system

Hydrology Analysis	
PCSWMM for Stormceptor calculates annual hydrology with the US EPA SWMM and local continuous historical rainfall data. Performance calculations of Stormceptor are based on the average annual removal of TSS for the selected site parameters. The Stormceptor is engineered to capture sediment particles by treating the required average annual runoff volume, ensuring positive removal efficiency is maintained during each rainfall event, and preventing negative removal efficiency (scour). Smaller recurring storms account for the majority of rainfall events and average annual runoff volume, as observed in the historical rainfall data analyses presented in this section.	

Rainfall Station			
State/Province	Michigan	Total Number of Rainfall Events	7364
Rainfall Station Name	DETROIT METRO AP	Total Rainfall (in)	1452.9
Station ID #	2103	Average Annual Rainfall (in)	30.9
Coordinates	42°13'53"N, 83°19'51"W	Total Evaporation (in)	2.0
Elevation (ft)	631	Total Infiltration (in)	1420.0
Years of Rainfall Data	47	Total Rainfall that is Runoff (in)	30.9

Notes	
<ul style="list-style-type: none"> • Stormceptor performance estimates are based on simulations using PCSWMM for Stormceptor, which uses the EPA Rainfall and Runoff modules. • Design estimates listed are only representative of specific project requirements based on total suspended solids (TSS) removal defined by the selected PSD, and based on stable site conditions only, after construction is completed. • For submerged applications or sites specific to spill control, please contact your local Stormceptor representative for further design assistance. 	



Detailed Stormceptor Sizing Report – Howell Storage

Project Information & Location			
Project Name	Howell Storage	Project Number	39268
City		State/ Province	Michigan
Country	United States of America	Date	10/15/2021
Designer Information		EOR Information (optional)	
Name	Bryan Bridenstine	Name	
Company	Lawrence Engineering, P.C.	Company	
Phone #	810-750-5280	Phone #	
Email	bbridenstine@sbcglobal.net	Email	

Stormwater Treatment Recommendation

The recommended Stormceptor Model(s) which achieve or exceed the user defined water quality objective for each site within the project are listed in the below Sizing Summary table.

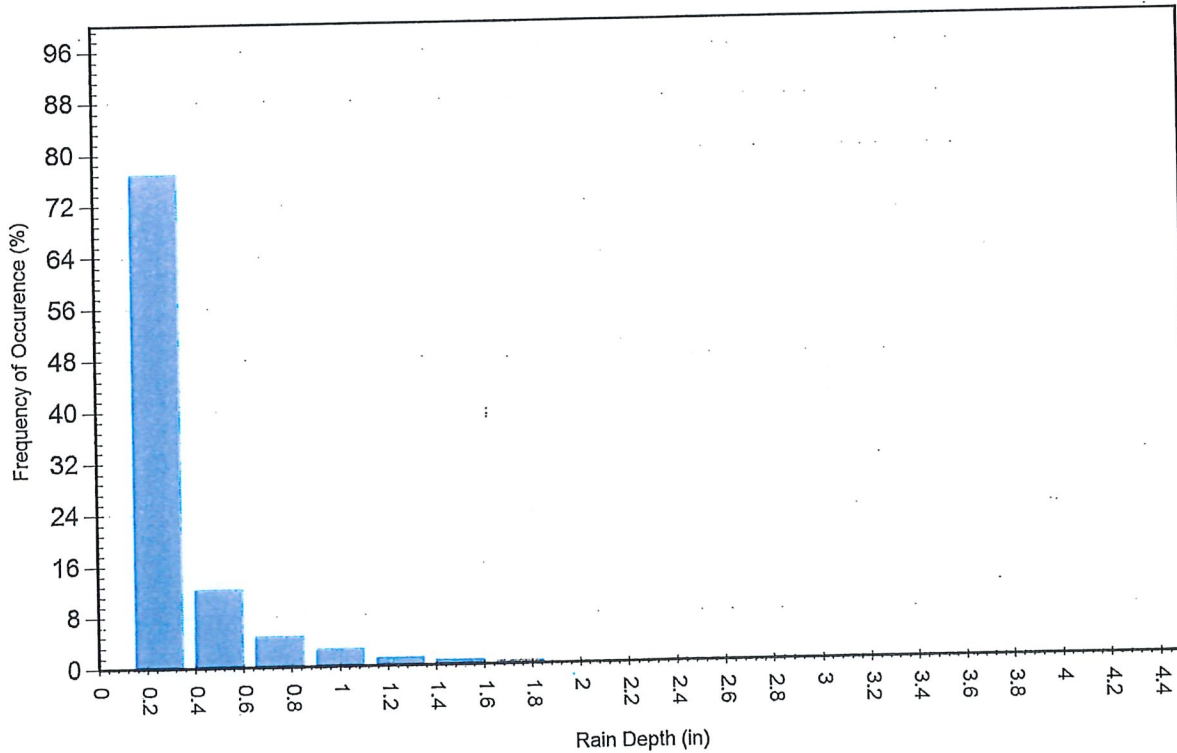
Site Name	
Recommended Stormceptor Model	STC 450i
Target TSS Removal (%)	80.0
TSS Removal (%) Provided	.99
PSD	Roads/Hardstand
Rainfall Station	DETROIT METRO AP

The recommended Stormceptor model achieves the water quality objectives based on the selected inputs, historical rainfall records and selected particle size distribution.

Stormceptor Sizing Summary	
Stormceptor Model	% TSS Removal Provided
STC 450i	99
STC 900	100
STC 1200	100
STC 1800	100
STC 2400	100
STC 3600	100
STC 4800	100
STC 6000	100
STC 7200	100
STC 11000	100
STC 13000	100
STC 16000	100

Rainfall Event Analysis				
Rainfall Depth (in)	No. of Events	Percentage of Total Events (%)	Total Volume (in)	Percentage of Annual Volume (%)
0.25	5660	76.9	374	25.8
0.50	903	12.3	326	22.4
0.75	352	4.8	217	14.9
1.00	209	2.8	181	12.4
1.25	98	1.3	108	7.5
1.50	61	0.8	83	5.7
1.75	34	0.5	55	3.8
2.00	12	0.2	22	1.5
2.25	17	0.2	36	2.5
2.50	4	0.1	9	0.6
2.75	5	0.1	13	0.9
3.00	3	0.0	8	0.6
3.25	4	0.1	12	0.8
3.50	0	0.0	0	0.0
3.75	2	0.0	7	0.5
4.00	0	0.0	0	0.0
4.25	0	0.0	0	0.0

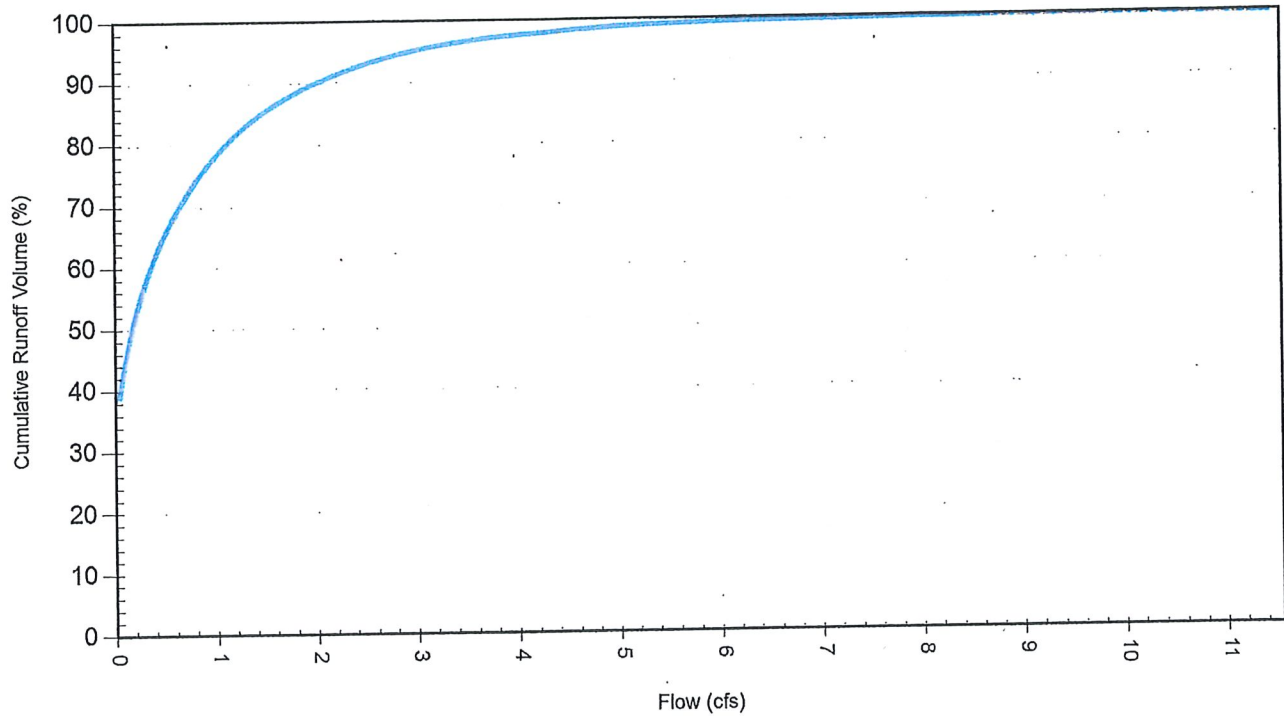
Frequency of Occurrence by Rainfall Depths



For Stormceptor Specifications and Drawings Please Visit:
<https://www.conteches.com/technical-guides/search?filter=1WBC005EYX>

Cumulative Runoff Volume by Runoff Rate

For area: 1.48(ac), imperviousness: 0.9%, rainfall station: DETROIT METRO AP



Cumulative Runoff Volume by Runoff Rate			
Runoff Rate (cfs)	Runoff Volume (ft ³)	Volume Over (ft ³)	Cumulative Runoff Volume (%)
0.035	65516	102049	39.1
0.141	80893	86678	48.3
0.318	98146	69434	58.6
0.565	113938	53650	68.0
0.883	127350	40243	76.0
1.271	138720	28878	82.8
1.730	147285	20315	87.9
2.260	153782	13810	91.8
2.860	158922	8662	94.8
3.531	162233	5350	96.8
4.273	164262	3322	98.0
5.085	165668	1916	98.9
5.968	166567	1018	99.4
6.922	166912	673	99.6
7.946	167218	366	99.8
9.041	167547	37	100.0
10.206	167584	0	100.0
11.442	167584	0	100.0

Site Name			
Site Details			
Drainage Area		Infiltration Parameters	
Total Area (acres)	1.48	Horton's equation is used to estimate infiltration	
Imperviousness %	0.9	Max. Infiltration Rate (in/hr)	2.44
Surface Characteristics		Min. Infiltration Rate (in/hr)	0.4
Width (ft)	508.00	Decay Rate (1/sec)	0.00055
Slope %	2	Regeneration Rate (1/sec)	0.01
Impervious Depression Storage (in)	0.02	Evaporation	
Pervious Depression Storage (in)	0.2	Daily Evaporation Rate (in/day)	0.1
Impervious Manning's n	0.015	Dry Weather Flow	
Pervious Manning's n	0.25	Dry Weather Flow (cfs)	0
Maintenance Frequency		Winter Months	
Maintenance Frequency (months) >	12	Winter Infiltration	0
TSS Loading Parameters			
TSS Loading Function			
Buildup/Wash-off Parameters		TSS Availability Parameters	
Target Event Mean Conc. (EMC) mg/L		Availability Constant A	
Exponential Buildup Power		Availability Factor B	
Exponential Washoff Exponent		Availability Exponent C	
		Min. Particle Size Affected by Availability (micron)	

Stormceptor® STC

Stormceptor STC is the recognized leader in stormwater treatment, offering a range of versatile treatment systems that effectively remove pollutants from stormwater and snowmelt runoff. Stormceptor is flexibly designed to protect waterways from hazardous material spills and stormwater pollution, including suspended sediment, free oils, and other pollutants that attach to particles, no matter how fierce the storm.

Stormceptor's scour prevention technology ensures pollutants are captured and contained during all rainfall events.

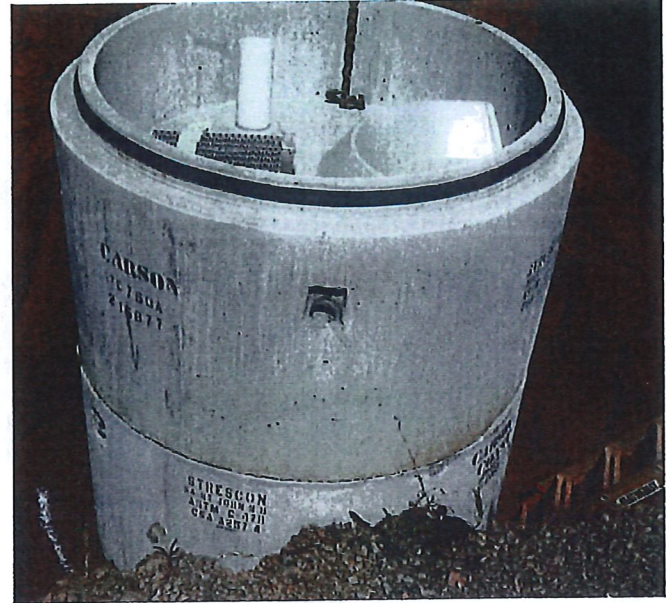
Ideal uses

- Sediment (TSS) removal
- Spill control
- Debris and small floatables capture
- Pretreatment for filtration, detention/retention systems, ponds, wetlands, Low Impact Development (LID), green infrastructure, and water-sensitive urban design

Proven performance

With more than 20 years of industry experience, Stormceptor has been performance tested and verified by some of the most stringent technology evaluation programs in North America.

- NJCAT
- Washington ECOLOGY
- EN858 Class 2



Learn More:

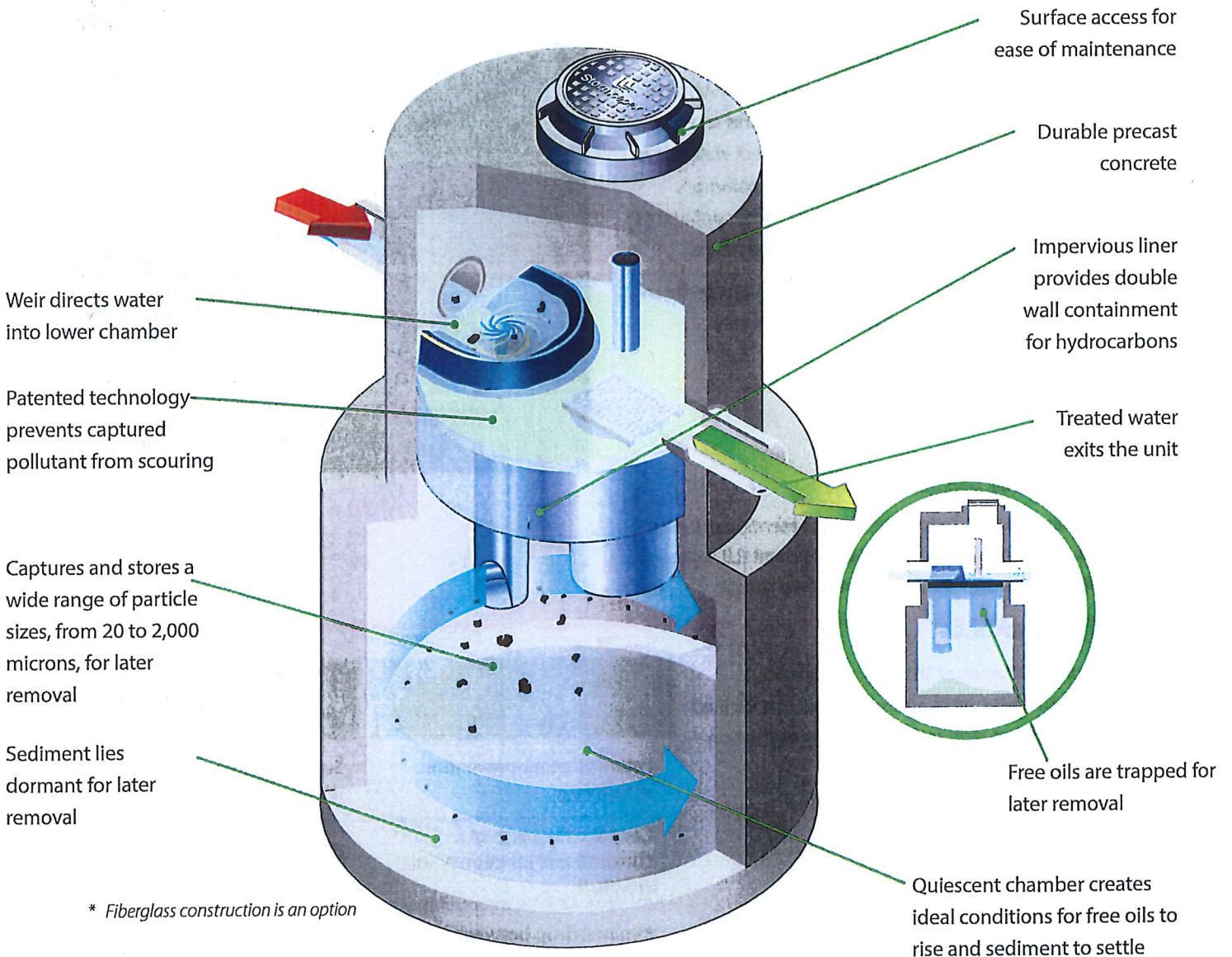
www.ContechES.com/stormceptor

FEATURE	BENEFIT
Patented scour prevention technology	Superior pollutant removal and retention
Can take the place of a conventional junction or inlet structure	Eliminates the need for additional structures
Minimal drop between inlet and outlet	Site flexibility
Multiple inlets can connect to a single unit	Design flexibility
3rd party tested and verified performance (Sediment & Oil)	Eliminates the need for a separate bypass structure

With over 40,000 units operating worldwide, Stormceptor performs and protects every day, in every storm.

Stormceptor® -----STC

Stormceptor® STC



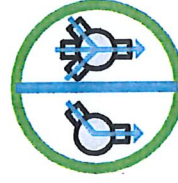
EASY TO INSTALL

Small footprint saves time and money with limited disruption to your site.



SEAMLESS

Minimal drop between inlet and outlet pipes makes Stormceptor ideal for retrofits and new development projects.



FLEXIBLE

Multiple inlets can connect to a single unit. Can be used as a bend structure.



October 5, 2021

Dave Hamann, Zoning Administrator
Marion Township
2877 W. Coon Lake Road
Howell, MI 48843

RE: Howell Storage Expansion
Preliminary Review

Mr. Hamann:

We have received and reviewed the preliminary plans for Howell Storage. The property's address is 1650 Pinckney Road and is located north of Sedum Road. The plans were prepared by Lawrence Engineering P.C., dated August 30, 2021. We offer the following comments:

General

The existing site is currently zoned as Highway Service District (HS) and is already a developed storage facility with 15 existing storage buildings. The site plan proposes three additional storage building and an approximate 1,025 yd² of proposed gravel surface for future portable storage units.

The portable storage units on the proposed gravel surface located on the north side of the site, may violate the 25 feet side yard setback requirement.

The gross acreage of the site should be provided.

A location map is provided on the cover sheet but does not provide a scale.

A quality aerial photograph with adjacent property information and features will be required on the plans.

A legal description, easement for ingress and egress, and septic line maintenance easement is provided. The legal description closes within 0.0086 ft and the easement for ingress and egress lines crosses past 1.9708 ft. The legal description and easement should close within 0.0002 ft (1/5000 ft).

Water Main

No existing or proposed water services are shown. The applicant should confirm with the Fire Marshall that hydrants and suppression are still not required on this site.

Sanitary Sewer

There is a 50' wide septic line easement that cuts through the northeast corner of the site. The plans do not show an existing or proposed sanitary sewer. The applicant should confirm that there are no sanitary leads connecting to any restrooms.

Storm Sewer

There is an existing stormwater conveyance system, which routes the stormwater towards the northwest part of the site by the wetland area. The plan proposes to remove or cut, cap, and fill a portion of the existing 12" storm sewer pipe. The plan also proposes two additional manholes and pipe runs near the middle of the site.

Two 8" HDPE pipes are shown near the east side of the site. One is labeled as existing with only one invert showing and the other not labeled as existing or proposed. Please provide the other invert elevation and clarify if the other HDPE pipe is existing or proposed.

The site does not propose a detention or retention system. The proposed stormwater management plan seems to follow the existing stormwater management plan since no significant changes to the stormwater conveyance system or grading were made. The stormwater near the south side and middle of the site will be captured by the stormwater conveyance system, the stormwater near the north side of the site will sheet flow west towards the wetland area, and the stormwater near the proposed asphalt parking area will sheet flow into the existing detention pond located southeast of the site.

A stormwater pretreatment basin or device will be required prior to the stormwater entering the wet land area.

Grading and Paving

The existing parking lot and the storage area is an aggregate surface. The plans do not show any changes to the grading except for the northwest area of the site.

An asphalt parking lot is proposed east of the storage unit entrance area and by the existing handicap parking area. The proposed parking lot is composed of 2-inches of MDOT 1100T bituminous wearing course, 2-inches of MDOT 1100L bituminous leveling course, and 8 inches of 21AA gravel. This pavement cross section meets the township's requirements.

A gravel surface area for future portable storage units is proposed and consists of 8 inches of 21AA gravel, which is acceptable. The proposed gravel surface is located near the north and southwest side of the site.

Spicer Group has consistently recommended paving sites that are commercial or industrial. An alternative option would be to pave a portion of the site, but Marion Township will have to decide the pavement requirements.

Recommendation

At this time, we recommend the plan be considered for approval, with the following conditions:

1. The portable storage area located north of the site may violate the 25 feet side yard setback requirement.
2. Please provide the gross acreage of the site.
3. Please provide a scale for the location map.
4. Please add a quality aerial photograph with adjacent property information and features to the plans.
5. Legal descriptions and easements should close within 0.0002 ft (1/5000 ft)

October 5, 2021
Page 3 of 3

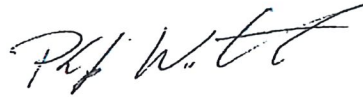
6. Please provide the missing invert elevation for the existing 8" HDPE pipe.
7. Please specify if the other HDPE pipe is existing or proposed.
8. A pretreatment will be required prior to the stormwater entering the wet land area.
9. Marion Township will have to decide on the pavement requirements for the site.

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

Sincerely,



Brian Han, EIT
Design Engineer I
Phone: (708) 846-3470
Mailto: Brian.Han@spicergroup.com



Philip A. Westmoreland, P.E.
Senior Project Manager
Phone: (517) 375-9449
Mailto: Philaw@spicergroup.com

SPICER GROUP, INC.
125 Helle Dr, Suite 2
Dundee, MI 48131

CC: Ken Recker, Livingston County Chief Deputy Drain Commissioner
Lawrence Engineering
Jim Abraham, Owner



Carlisle | Wortman

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: October 7, 2021

Site Plan Amendment For Marion Township, Michigan

Applicant: Jim Abraham
Project Name: Howell Storage Addition
Location: 1650 Pinckney Road
Zoning: HS Highway Service
Action Requested: Site Plan Approval

PROJECT AND SITE DESCRIPTION

The applicant is requesting an amendment for the construction of additional storage units and within the existing 12.27-acre Howell mini-storage facility at 1650 Pinckney Road just west of the Mugg and Bopp's facility. The business currently has fifteen (15) units, and the request is to install an additional three (3) units. This area has been used for the outdoor storage of RV's and boats. Will the site continue to have area for boat and RV storage? A proposed gravel surface is proposed for future portable storage units. This should be clarified. The surface for the storage units will continue to be aggregate rather than the preferred asphalt. In addition, the applicant is requesting to construct a paved parking area near the entrance consisting of eleven (11) spaces and one (1) ADA space.

The site plan provides good detail in regard to engineering, lighting, location and types of units to be installed.

Items to be addressed: 1.) Clarify "proposed future portable storage units" 2.) Provide site acreage on site plan. 3) Clarify RV and boat storage areas.

Location



PARKING AND CIRCULATION

Several new parking spaces, twelve (12) are proposed on site. These spaces will be asphalt. We question the need for so many spaces especially in light of the use. Storage units may contain large bulky items and the idea is for vehicles to pull up to the unit itself. Is there another proposed use for these spaces such as U-Haul or other commercial venture? The Fire Department should review and approve access as well as internal circulation and their ability to access all units.

Items to be Addressed: 1.) Clarify need for twelve (12) parking spaces. 2.) Review and approval by Fire Department.

ESSENTIAL FACILITIES AND SERVICES

No public water or sewer is shown on the plan. However, a public septic easement does bisect the parcel. Because the project plans to expand hard surface storm water is shown on the plan.

Items to be Addressed: 1.) Review and approval of infrastructure needs by Township engineer. 2.) Confirm need for Livingston County Drain approval.

RECOMMENDATIONS

We would recommend approval of the proposed site plan conditional upon the following items being addressed to the satisfaction of the Planning Commission.

- 1.) Clarify "proposed future portable storage units"
- 2.) Provide site acreage on site plan.
- 3.) Clarify RV and boat storage areas.
- 4.) Clarify need for twelve (12) parking spaces.
- 5.) Review and approval by Fire Department.
- 6.) Review and approval of infrastructure needs by Township engineer.
- 7.) Confirm need for Livingston County Drain approval.

Dave Hamann

From: Ken Recker <KRecker@livgov.com>
Sent: Monday, October 11, 2021 12:27 PM
To: Dave Hamann
Cc: Han, Brian
Subject: RE: [EXT] RE: REQUEST review for Howell Storage EXPANSION

Dave,

Thanks for the reminder on this, my apologies for not getting to it before I left town for vacation. I did discuss the site plan briefly with Brian from Spicer earlier in October.

I would suggest that some form of stormwater management be provided for the proposed improvements. Although a large portion of the site consists of a historic use, the drainage outlet (our Marion No. 5 Drain) is restricted in its capacity, and the recent changes to the D-19 corridor along the property frontage will increase the stress on the County Drain system. I could not tell from the plan information provided if stormwater management is proposed.

I will be back in the office on Thursday. Have a great afternoon!

Kenneth E. Recker, II, P.E.
Chief Deputy Drain Commissioner

From: Dave Hamann <za@mariontownship.com>
Sent: Monday, October 11, 2021 11:34 AM
To: Ken Recker <KRecker@livgov.com>; Jamil Czubenko <jczubenko@howellfire.net>; Aaron Aumock <AAumock@livgov.com>
Subject: [EXT] RE: REQUEST review for Howell Storage EXPANSION

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

I am finalizing the packet for this project to send to the Planning Commission and would like to know if any of you have a review for this applicant!

Thank you,
Dave...

From: Dave Hamann <za@mariontownship.com>
Sent: Wednesday, September 15, 2021 12:32 PM
To: Ken Recker (KRecker@livgov.com) <KRecker@livgov.com>; Jamil Czubenko <jczubenko@howellfire.net>; AAumock@co.livingston.mi.us; khiller@livingstonroads.org
Subject: FW: REQUEST review for Howell Storage EXPANSION

Attached please find a site plan for the expansion of the Howell Storage Facility at 1650 Pinckney road for you review and comment. I would like to ask for all responses with or without review letters by October 7, 2021. Please let me know if you have any questions with this project!

Dave Hamann
Zoning Administrator
Marion Township
2877 W. Coon Lake Road

Howell, MI 48843
Phone (517) 546-1588
za@mariontownship.com



Howell Area Fire Department Fire Marshal Division

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

DATE: October 11, 2021

TO: Dave Hamann
Marion Twp Zoning Administrator

FROM: Jamil Czubenko, Fire Marshal

PROJECT: Howell Storage, Marion Twp

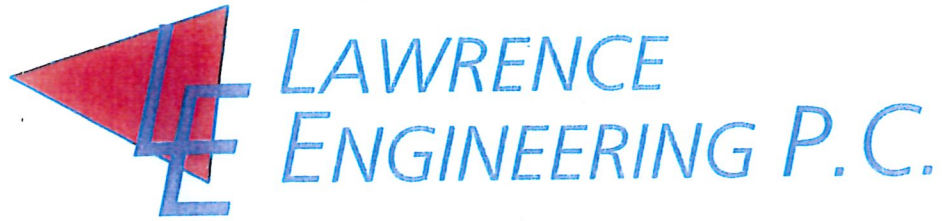
REF: Site Plan Review - **Approved w/concerns noted**

CONCERNS:

I have reviewed the above listed revised site plan and find that it is satisfactory as presented as long as the **following conditions** are met:

1. Building(s) shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or main road in front of the property. These numbers shall be at least 6" high and shall contrast with their background.
2. A final inspection of the building and site shall be performed by the fire department before Certificate of Occupancy is issued.
3. **Strongly recommend** a heat/smoke detection system in the buildings.
4. Fire extinguishers are required every 150 feet of travel distance between buildings.
5. A Knox Box is required for this building and gates. Application can be obtained from the Howell Area Fire Department or on-line at www.knoxbox.com.

Any changes in this site plan shall be submitted to the Howell Area Fire Department for additional approval. If there is anything further that you need, please feel free to give me a call.



CIVIL ENGINEERING • SURVEYING

November 3, 2021

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

RE: Howell Storage Expansion - Revision To Placement Of Temporary Storage Structures

To Whom It May Concern

Due to previous comments from the Marion Township preliminary site plan review, Howell Storage has decided to omit the expansion of the temporary storage structures within the existing gravel area along the northwest boundary of the property. Removing buildings in this area will eliminate any concerns regarding grading near the existing wetland/county drain area. The placement of the remaining temporary storage structures in the northeast area of the property have been readjusted and are now within the required property line setbacks, eliminating the need for a variance from the ZBA. Please see attached site plan with new location of the proposed portable storage units.

Sincerely,

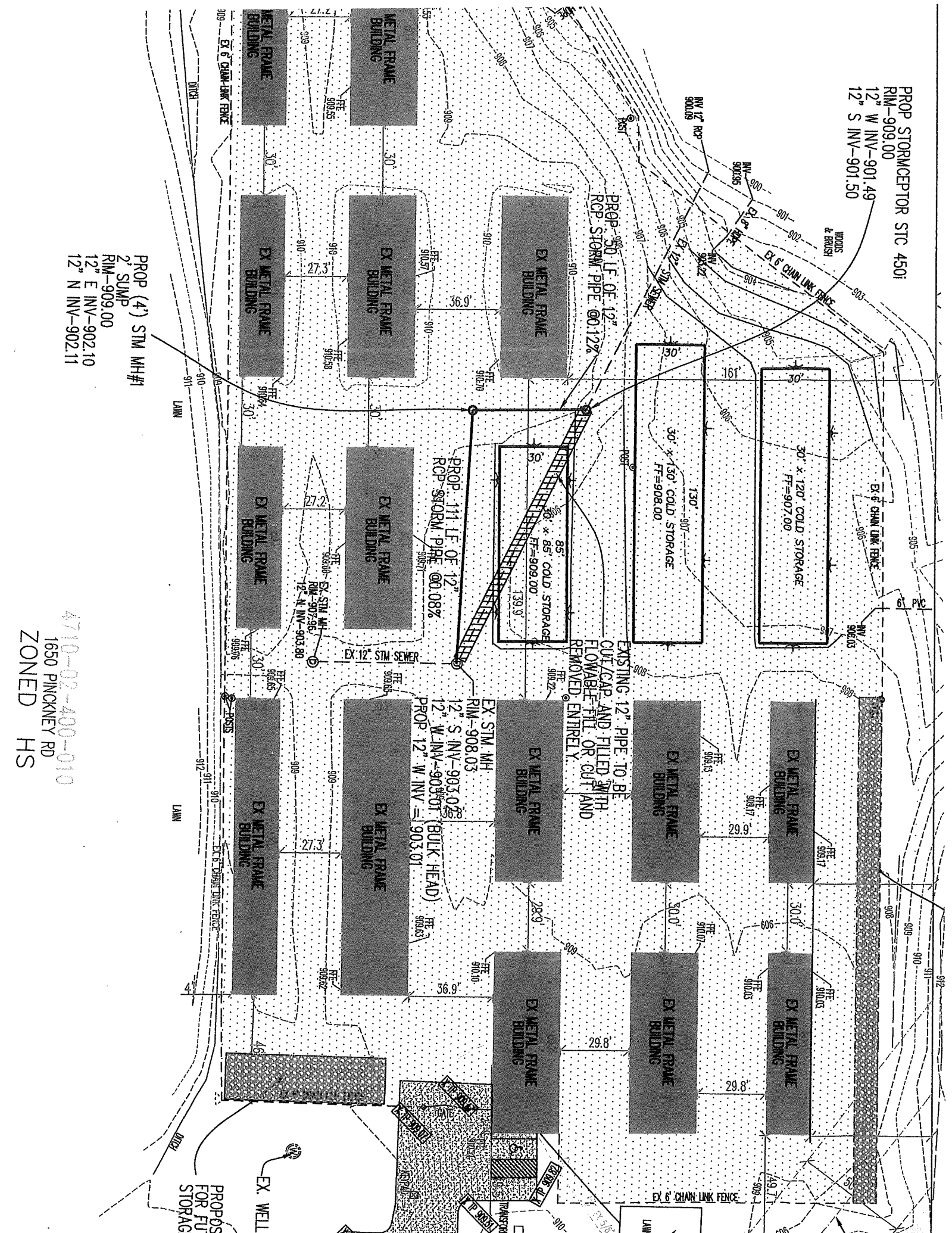


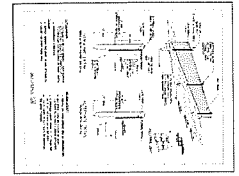
Bryan Bridenstine
Lawrence Engineering, P.C.

PROP STORMCEPTOR STC 4501
 RIM-909.00
 12" W INV-901.49
 12" S INV-901.50

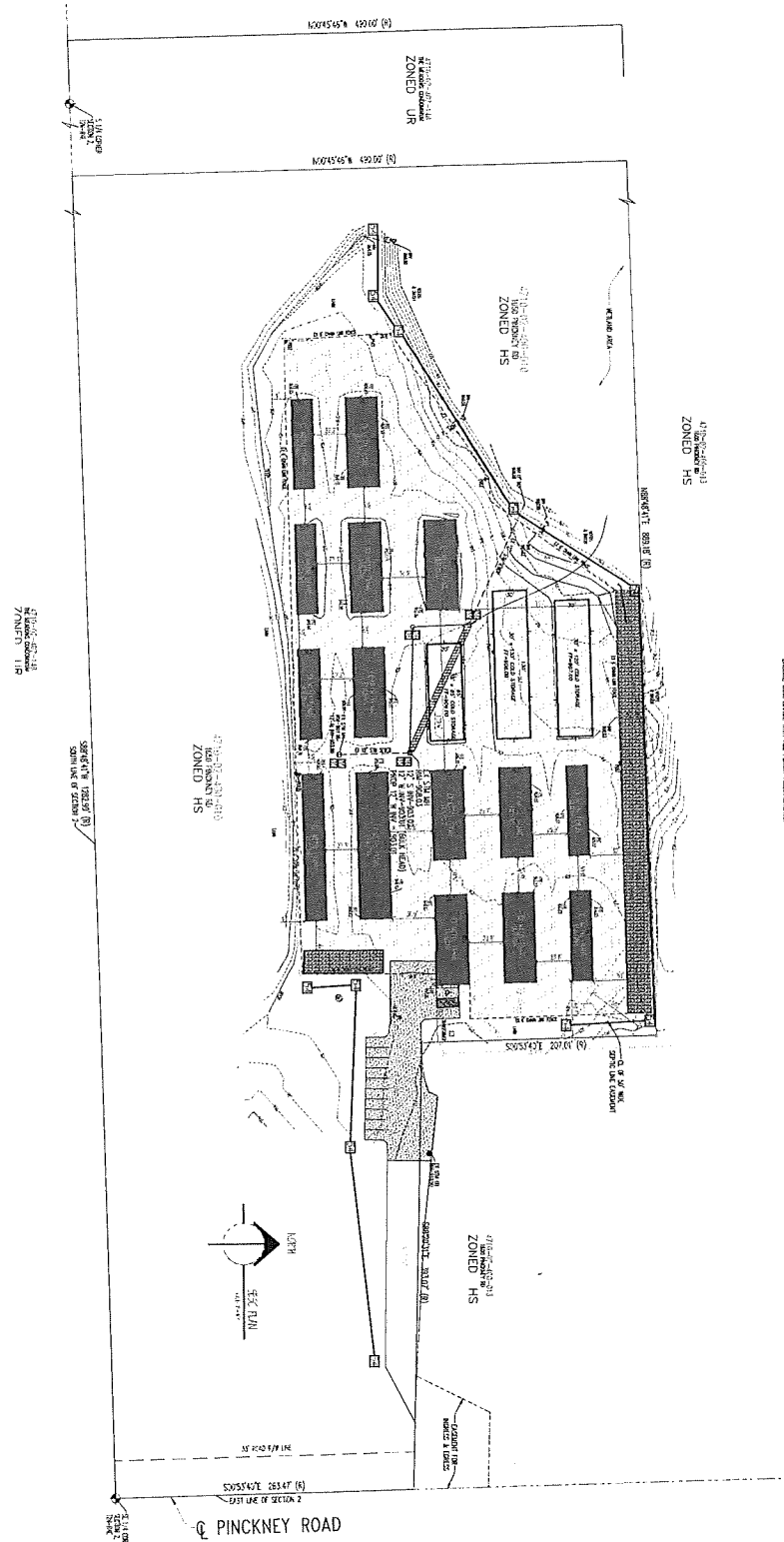
PROP (4') STM MH#1
 2' SWMP
 RIM-909.00
 12" E INV-902.10
 12" N INV-902.11

4710-02-400-010
 1650 PINCKNEY RD
 ZONED HS





NO.	REVISION/ISS. DATE
1	8/30/2021
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GENERAL NOTES:

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LOCAL ORDINANCES AND REGULATIONS OF THE CITY OF HOWELL, MICHIGAN.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF HOWELL.
3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
4. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES AND STRUCTURES.
5. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING TREES AND LANDSCAPE.
6. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING EROSION CONTROL MEASURES.
7. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING EROSION CONTROL MEASURES.
8. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING EROSION CONTROL MEASURES.
9. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING EROSION CONTROL MEASURES.
10. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING EROSION CONTROL MEASURES.

SOIL EROSION & SEDIMENTATION CONTROL:

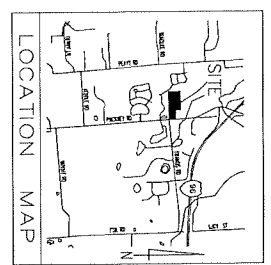
1. ALL SOIL EXPOSURE SHALL BE PROTECTED IMMEDIATELY WITH EROSION CONTROL MEASURES.
2. EROSION CONTROL MEASURES SHALL BE INSTALLED BEFORE ANY SOIL EXPOSURE OCCURS.
3. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
4. EROSION CONTROL MEASURES SHALL BE REMOVED IMMEDIATELY UPON COMPLETION OF CONSTRUCTION.
5. EROSION CONTROL MEASURES SHALL BE REINSTALLED IMMEDIATELY UPON COMPLETION OF CONSTRUCTION.
6. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
7. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
8. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
9. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
10. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.

MAINTENANCE NOTES:

1. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING EROSION CONTROL MEASURES.
2. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING EROSION CONTROL MEASURES.
3. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING EROSION CONTROL MEASURES.
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10. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING EROSION CONTROL MEASURES.

SOIL EROSION & SEDIMENTATION CONTROL:

NO.	DESCRIPTION	DATE	STATUS
1	Silt Fence	8/30/2021	Installed
2	Silt Fence	8/30/2021	Installed
3	Silt Fence	8/30/2021	Installed
4	Silt Fence	8/30/2021	Installed
5	Silt Fence	8/30/2021	Installed
6	Silt Fence	8/30/2021	Installed
7	Silt Fence	8/30/2021	Installed
8	Silt Fence	8/30/2021	Installed
9	Silt Fence	8/30/2021	Installed
10	Silt Fence	8/30/2021	Installed



JOB NO: 2021-012
 DATE: 8/30/2021
 DRAWN BY: BLB
 CHECKED BY: HML

PROJECT: HOWELL STORAGE
 FOR: JIM ABRAHAM
 1650 PINCKNEY ROAD
 HOWELL, MI 48843
 (810)694-7707

LAWRENCE ENGINEERING P.C.
 ENGINEERING

4344 SILVER LAKE ROAD
 LINDEN, MI 48451
 OFFICE: (810)750-5280
 FAX: (810)750-5283

SHEET TITLE: SOIL EROSION CONTROL PLAN

NO.	REVISION/ISS. DATE
1	8/30/2021
2	
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8	
9	
10	

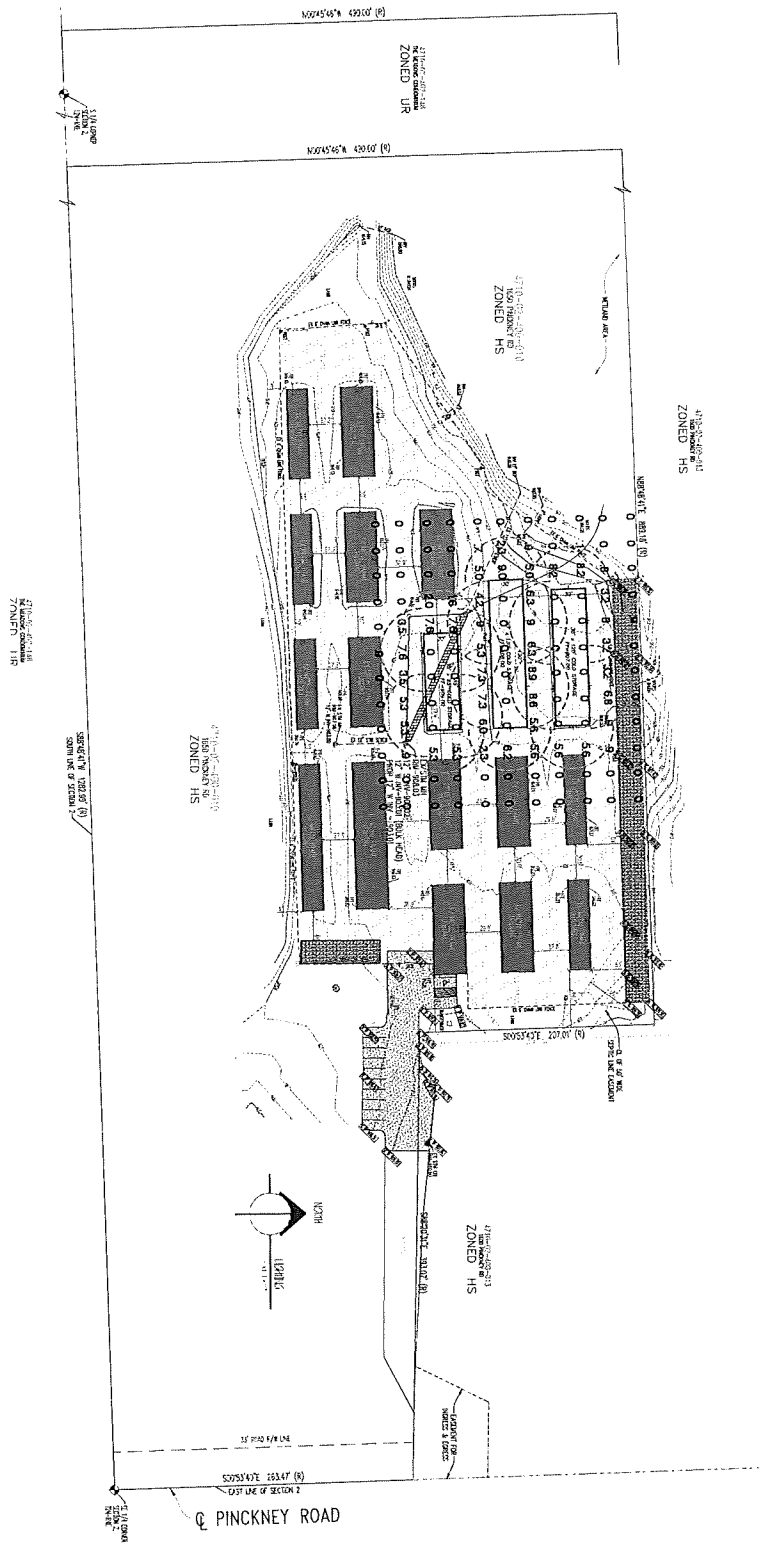
ILLUMINANCE

TOTAL HORIZONTAL ILLUMINATION (INITIAL FOOTCANDLES)
ON A FOOT WORKPLANE

LEGEND

----- +0.1 FOOT CANDLE BOUNDARY LINE
 * PROPOSED BUILDING LIGHT

SITE LIGHTING
 LIGHTING TYPE:
 KAD 175W R3 TB W8004 LH (FULL CUTOFF FIXTURE)
 AVERAGE TO MINIMUM RATIO 1.8:0.1



JOB NO.: 2021-012
 DATE: 6/30/2021
 PREPARED BY: BLB
 CHECKED BY: MML

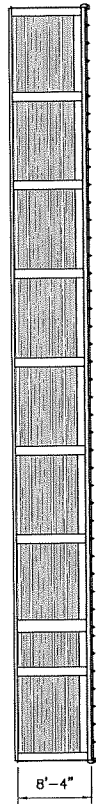
PROJECT: HOWELL STORAGE
 FOR: JIM ABRAHAM
 1650 PINCKNEY ROAD
 HOWELL, MI 48843
 (810)694-7707

LAWRENCE ENGINEERING P.C.
 ENGINEERING

4344 SILVER LAKE ROAD
 LINDEN, MI 48451
 OFFICE: (810)750-5280
 FAX: (810)750-5283

SHEET TITLE: LIGHTING PLAN

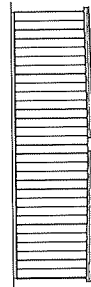
NO.	REVISION/ISSUE	DATE



SIDE WALL ELEVATION

1/8"=1'-0"

R - 30'-0" x 80'-0" x 8'-4" 1/4:12 PITCH GABLE BUILDING SYSTEM



END WALL ELEVATION



END WALL ELEVATION

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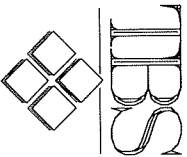
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- ___ APPROVED AS NOTED - RELEASE FOR FABRICATION
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SIGNATURE _____
 COMPANY _____
 DATE ____/____/____

PAGE

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Job Description:

PROPOSED STORAGE SYSTEM: Jim Abraham
 Pinckney Rd
 Howell, MI

Sheet Title

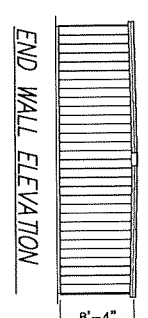
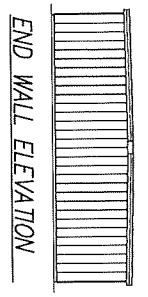
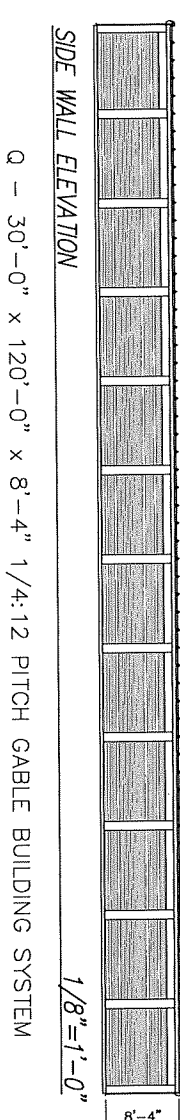
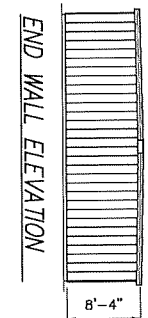
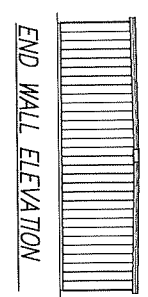
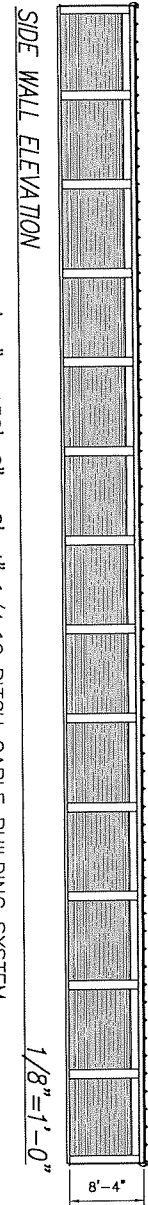
FLOOR PLAN

Plan #

55103

Phase

Revisions:	By:
Name: Rick	Scale: 1 = 30'
	Date: 9/7/21



“NOTICE”

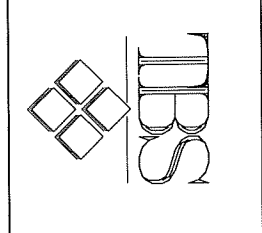
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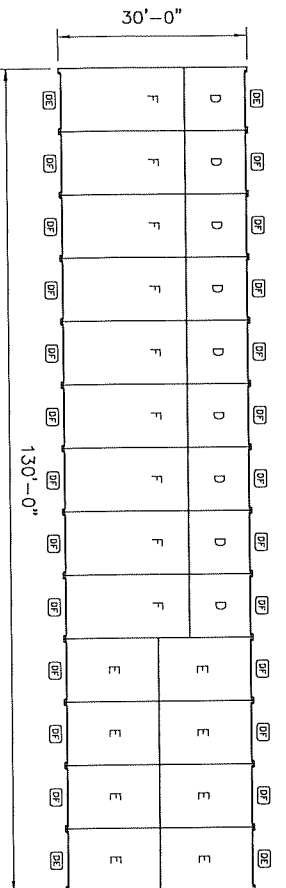
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 COMPANY _____
 DATE ____/____/____

Revisions:	By:
Name: Rick	Scale: 1 = 30'
	Date: 9/7/21

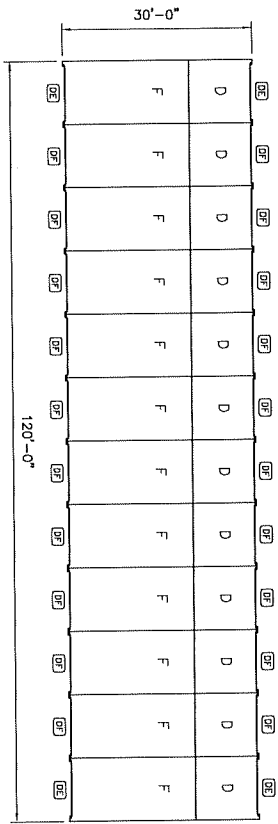
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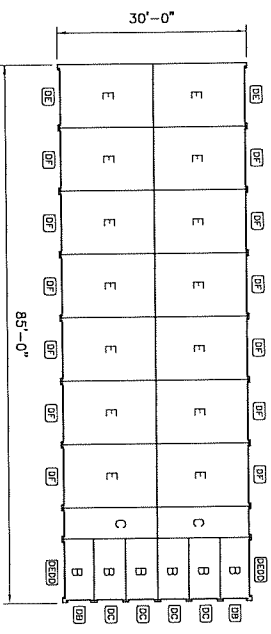
Job Description:	Proposed Storage System: Jim Abraham
	Pinckney Rd Howell, MI
Sheet Title	FLOOR PLAN
Plan #	55103
Phase	



P - 30'-0" x 130'-0" x 8'-4" 1/4:12 PITCH GABLE BUILDING SYSTEM



Q - 30'-0" x 120'-0" x 8'-4" 1/4:12 PITCH GABLE BUILDING SYSTEM



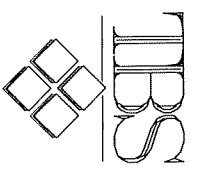
R - 30'-0" x 85'-0" x 8'-4" 1/4:12 PITCH GABLE BUILDING SYSTEM

Revisions: _____ By: _____

Name: Rick Scale: 1 = 30' Date: 9/7/21

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Job Description:

PROPOSED STORAGE SYSTEM: Jim Abraham
Pinckney Rd
Howell, MI

Sheet Title
FLOOR PLAN

Plan #

55103

Phase

PAGE

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SIGNATURE _____
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Generate Additional Profit From Your Idle Land

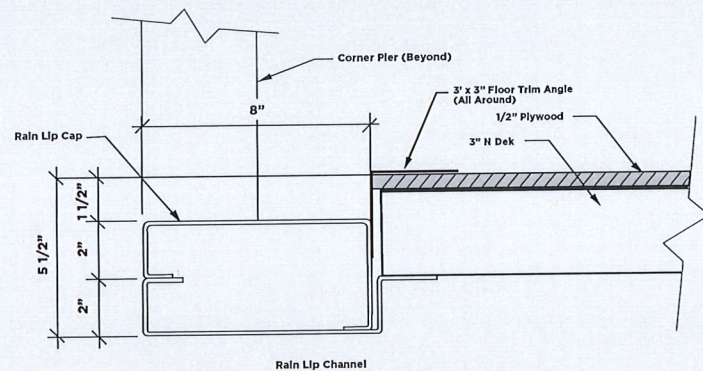
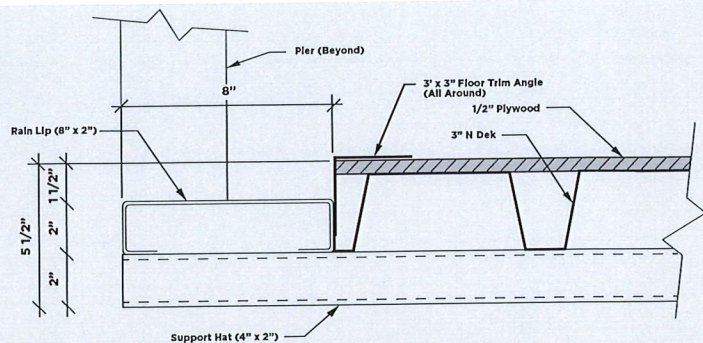
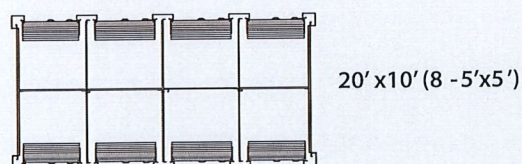
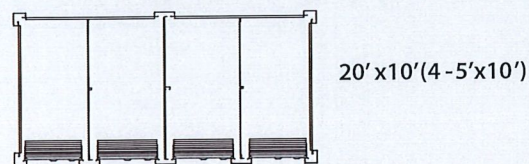
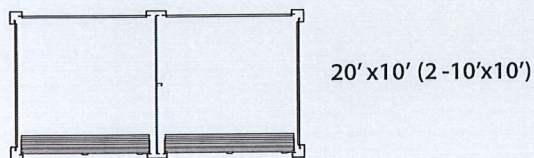
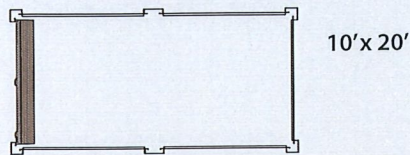
Janus International offers an innovative solution to temporary storage needs for a variety of business and home applications—**Movable Additional Storage Structures (MASS)**. And because they are movable, they can be placed in areas where you would not typically build permanent structures. These multipurpose structures can be placed in a variety of applications, including home use or outbuilding storage for businesses.



BENEFITS:

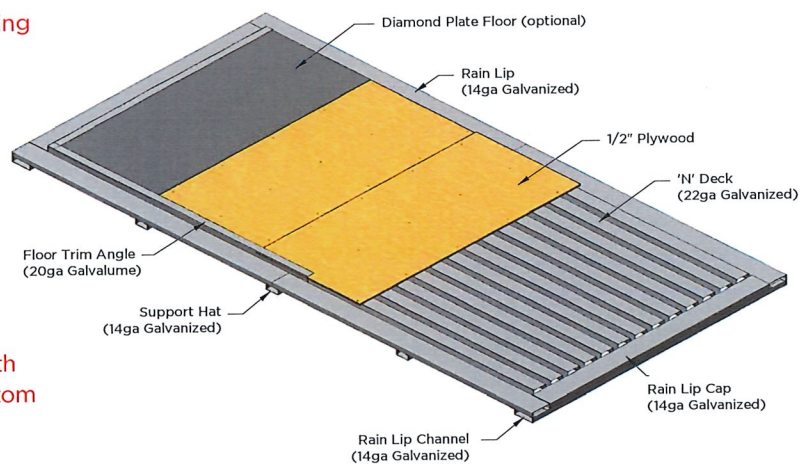
- MASS offers the same look and benefits of traditional storage
- Able to quickly generate additional income
- Easily movable by a 5,000 lb. forklift with extended forks
- Utilizes easy-to-operate roll up doors which require virtually no maintenance
- Secure and convenient for storage renters
- Built with special features to reduce moisture
- Easy to expand to accommodate growth
- Adaptable to odd-sized lots or slightly sloping land/driveways
- Standard building permits may not be required (check local ordinances)
- Economical—increased rental income with minimal investment
- Classified as equipment, MASS units can be depreciated over seven years
- Are often allowed where containers are restricted due to design and aesthetics

Various configurations available,
including single units and lockers



FEATURES:

- Configurable mix on a 10' x 20' or custom size platform
- Sturdy construction featuring all galvanized steel framing
- Continuous 22-gauge galvanized 'N' deck base with plywood flooring (option for diamond plate)
- 125 psf floor load
- Can be anchored to asphalt, wired for electricity
- Uses standard 26-gauge doors in 36 color options
- Standard 30 pound snow load (optional up to 50 pounds)
- Rain lip and elevated floor reduce moisture
- Roofing system is 24 gauge vertical standing seam with Drip Stop condensation barrier factory applied to bottom of roofing panels
- Skid panel outside the doors offer a non-slip entry
- Units are built close to the ground for easier access



Micro Self-Storage System



TBS TRACHTE
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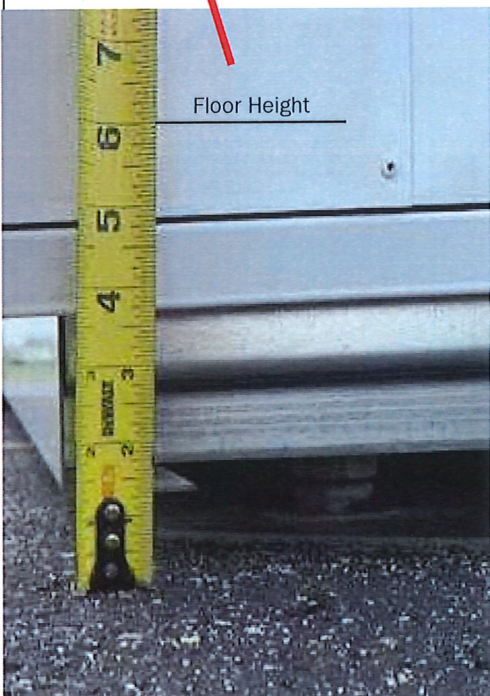
Micro Self-Storage System

Trachte's new floor system is stronger and more versatile than previous designs. A 3/4" plywood is installed over a steel structure which is engineered with a 125 pound floor load. This loading conforms to all codes in North America.



The floor system is leveled by using leveling feet when installing the structure.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.



Floor Height



On the high side you will have the leveling feet screwed in completely which makes the step up roughly 6".

On the low side you will unscrew the leveling feet to make sure the unit is level. There is 6" of play in the leveling feet.

Micro Self-Storage System

This photo illustrates the interior construction of each unit in the micro system.



The micro units can have a fake door on the end wall as shown. The Iced White micro system has Iced White trim and Sunset Orange doors.



For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

Micro Self-Storage System



These units are installed in a former Walmart parking lot. The micro units are Iced White with Patriot Red doors with Royal Blue gutters and Iced White downspouts.



The micro storage units can be installed up against existing buildings. This micro system features Cream Beige units with Sunset Orange doors. *This photo represents special eave trim.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

800.356.5824

Micro Self-Storage System

Micro units allow for flexibility in adding additional rentable storage. This facility added micro units to fill in around the existing storage buildings.



This project features micro systems with Iced White walls and Garnet doors. Units are placed on asphalt to expand rentable square footage of existing facility.



For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

Micro Self-Storage System



These systems are positioned on the property line to maximize available space. *This photo represents special eave trim.



This Slate Gray micro has Evergreen Green doors and trims. *This photo represents special eave trim.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

800.356.5824



This Iced White micro has Patriot Red doors and our standard Iced White eave trim.

Important items to consider when you are looking at buying Trachte's Micro Storage units

1. It is recommended to get city approval for the units. The city may have separate restrictions on these units.
2. The units will conform to the snow load and the floor load for your site. The units will not conform to the wind load unless the units are anchored to the ground.
 - a. To get anchoring information Trachte will need to know if the area is gravel, asphalt or concrete. We will also need to have a soil test to know the soil bearing capacity.
 - b. Trachte will not install any of the anchoring systems. This has to be hired out by a local contractor.
3. The units will also have a 6" gap of space between every unit so you will want to take this into consideration when you are taking your measurement on how many units will fit into a given area.
4. Talk to you Regional Manager about any other issues you have and Trachte will help you decide if these units are right for you.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

Variable Roof Pitch Self-Storage System



1/4":12" to 1/2":12" Pitch Buildings

TBS TRACHTE
Building Systems

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Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch

20' wide Iced White building with Royal Blue doors. False doors are installed on the sidewall, which prevents the ribbed panel from being shown.



30' wide Classic Beige building with Evergreen doors.



For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

Variable Roof Pitch Self-Storage System

1/4":12" to 1/2":12" Pitch



30' wide Classic Beige building with Matte Black doors. Note: The building has rolling steps.



20' wide Classic Beige building with Cedar Red gutters and rake trim.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

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Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch

www.trachte.com

Iced White building with
Royal Blue doors, gutters,
downspouts and trim.



A view of the same
building, closer up.

For more information and details on Trachte self-storage systems,
please contact your regional manager at 800-356-5824.

Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch



40' wide Classic Beige building with Iced White doors and Garnet gutters, downspouts and trim.



55' wide Classic Beige building with Evergreen doors.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

800.356.5824

Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch



Cream Beige building with
Iced White doors and trim.

Note: The swing door on
the end wall is for ADA
compliance. (American
Disability Act)



30' wide Cream Beige
building with Garnet
doors and trim.

For more information and details on Trachte self-storage systems,
please contact your regional manager at 800-356-5824.

Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch



30' wide Iced White building with Evergreen doors and trim.



Classic Beige building with Evergreen doors, gutters, and trim. Note: The downspouts are Classic Beige to match the building.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

800.356.5824

Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch

This building has the center section raised to 14' to allow taller boat/campers into the unit. The building is Slate Gray with Garnet doors and Continental Brown trim.



The higher building section lines up with the driveway for more backing up space.



For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch



This building, slate gray with cedar red doors and trim, features a lean to roof over smaller units. In back, the building is wider with a gable roof over taller units.



Aerial view of the site. Galvalume roofs are standard. A colored roof is available for an additional cost.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

800.356.5824

Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch

A lean-to building with
Garnet doors on the
high and low sides.



A lean-to building with
Evergreen doors only on
the high side.



For more information and details on Trachte self-storage systems,
please contact your regional manager at 800-356-5824.

Variable Roof Pitch Self-Storage System

1/4":12" to 1/2":12" Pitch



This 100' wide building has a 3' wains coat of brick. The building is Classic Beige and the doors, gutters and trim are Evergreen.



This 50' wide building is Cream Beige with Iced White doors and trim.

For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.

800.356.5824

Variable Roof Pitch Self-Storage System 1/4":12" to 1/2":12" Pitch

An unusual building that is notched out every 10' to maximize rentable square footage on a triangular lot.



200' wide building that provides a high percentage of building coverage. The building will have four hallways and the interior units will all be climate-controlled.



For more information and details on Trachte self-storage systems, please contact your regional manager at 800-356-5824.



1004 S. Michigan Ave

Howell, MI 48843

517-234-3434

MiSignal, Inc is pleased to present its response for Marion Township Fiber Optic to the home.

As the only current fiber optic provider in Livingston County, it would be MiSignal's intent to maintain and design the connections to each site. Any site that needs to be added going forward can be easily implemented into the Township's existing network and service requirements. I will be your main point of contact and my information is below.

Please review this document and attachments carefully and if you have any questions, I welcome the opportunity to meet face-to-face or via phone to address, discuss, and review this proposal or any other potential circuit in its entirety. We want Marion Township to completely understand the services, support, and technology being offered.

Thank you for the opportunity to potentially work with Marion Township. We sincerely believe that our support and service over the years has earned the right to be considered for this project. MiSignal pledges a continued commitment to the Township and its residents to provide solutions that are cost effective and meet your every need.

Josh Rowe

1004 S. Michigan Ave, Howell, MI 48843

Voice: (517) 234-3434 / Cell: (517) 388-0921

E-mail: josh.rowe@misignal.com

WHY CHOOSE MISIGNAL?

- Scale - Our network has been designed and built solely for homes and small businesses in mind.
- Network Architecture - the most advanced state-of-the-art fiber optic network.
- Redundancy - more points of presence than any other provider in our footprint
- Headroom - operate our network to 40%- 45% of capacity to allow for maximum speed and throughput and accommodate DDoS attacks and trunk breakage.
- Direct peering - we peer with all major content providers with direct 10 gigabit fiber connections in key data centers - result is lowest latency in the industry.
- Play well with others - we respect other providers and cooperate through all aspects from construction to service delivery

OUR ORGANIZATION

MiSignal, Inc. dba MiSignal operates its own privately held fiber optic network with two redundant facilities. MiSignal currently maintains over 50 route miles throughout Livingston County. Peering with multiple upstream providers with a current capacity of over 20gbps.

MiSignal serves residential and small-to-mid-sized business customers through a fully upgraded, fiber-rich and redundant communications network, which utilizes a variety of state-of-the-art technologies to provide fiber-to-the-home ("FTTH"). Our three primary markets are interconnected through 10 and 100 Gbps networks of owned and leased fiber transport connections that allow us to transmit data, video, voice, and internal communications traffic between our systems.

In addition to FTTH network, we offer business solutions that utilize owned metro fiber assets in Livingston County all of which are interconnected to our 10 and 100 Gbps fiber backbone.

MiSignal, our commercial services division, offers a range of telecommunication solutions to local businesses, enterprises, other telecommunications carriers, and institutions such as schools and government agencies throughout our fiber footprint.

MiSignal is a facilities-based provider of communications products including

- Multi-line business-class phone offerings,
- Commercial-class Internet services,
- Enterprise-level dedicated fiber-optic direct Internet access,
- Point-to-point fiber communications services, and
- Colocation capabilities

OUR STRENGTHS

- We have made a significant commitment to develop and maintain a state-of-the-art network. Earlier this year, we invested over \$1M in our core network to ensure we maintain an industry leading network from a reliability, scalability, and cost perspective. Our markets in Howell, Fowlerville, and Brighton are all interconnected through 10 and 100 Gbps networks of owned and leased fiber transport connections that allow us to transmit all HSD, video, voice, and internal communications traffic between our systems.

OUR STRATGY

Provide customers with a full suite of advanced connectivity solutions through a fully upgraded network

- We continually strive to provide customers with the industry's newest, high-quality solutions and discounted bundles that enhance customer growth. WE ARE LOCAL!
- Be sure to LOOK around and you will see a MiSignal vehicle nearby. That is because our technicians and support staff live in your area. Our fiber splicing teams are also local.

PROVIDE SUPERIOR CUSTOMER SERVICE

MiSignal maximizes customer satisfaction and retention by providing superior customer service through our in-house customer contact center, superior technical service assistance and network reliability. We operate a centralized customer call center at our Howell headquarters, which handles customer service and support for all our products. We provide live 24/7 /365 technical support for both residential and commercial customers. Our customer service operations use technologically advanced software and equipment that enhance interactions with our customers through, data management, forecasting and scheduling.

- Providing our customers with best support services will always remain our priority going forward. We work hard to deliver the best products, a better value, world-class customer service, and the most reliable network.
- By accomplishing this, MiSignal towers above the competition to become the number one choice for broadband products and services.

SUPPORT

MiSignal has a 24/7/365 NOC that is manned by MiSignal employees at its headquarters in Howell. For business customers and enterprise customers a full escalation list with contact name, phone numbers, and email addresses will be issued to each customer. All support tickets are started by calling our support center at 517-234-3434 or an email to support@misignal.com. We also have a customer portal which allows a customer to directly open a ticket and visit our support center for technical assistance.

MiSignal's HA SLA is included in the MSA for all business and enterprise customers at the start of service.

MAINTENANCE AND SERVICE SCHEDULE

MiSignal services are supported by its own fiber optic network. All MiSignal fiber is monitored 24/7/365 at its NOC located in Howell. If there are issues with any customer fiber path - the customer will call the NOC at 517-234-3434 and start a service ticket. Local technicians will be dispatched at that time if necessary. There are no additional costs associated with the MRC.

Customer Acquisition (take rate)

For 3 years MiSignal has been building fiber to the home and business. During this time MiSignal has focused on three factors. First: Provide a better service with faster connections and more data, second: provide local customer service and hire knowledgeable employees that are not limited on experience, and third provide a better service at a better price.

By focusing on these three factors MiSignal has seen incredible customer acquisition (take rate) in the areas that we build in. On average MiSignal acquires 30% of all customers during the first three months of a new build. We have focused on both well populated areas as well as rural areas because of the demand for service.

Marion Expected Take Rate

The Marion Township area is no different than any other area that MiSignal has and continues to build in. With the vast amount of area to cover and customers without service or reliable service we expect to see a 70%-80% take rate of those customers in unserved and underserved areas. These percentages are supported by the information that we have seen from other builds that have similar if not identical features.

Phase 1 Backbone Coverage Area

Phase 1 would include the construction of a fiber optic back bone that would supply Fiber Optic Internet for all of Marion Township. The Backbone would be split in to four sections.

Backbone 1: Starts a Marion Township border on E. Coon Lake Rd going west to County Farm Road. From County Farm Road the Backbone would go north and end at Mason Rd. for a total of 8 miles.

Backbone 2: Starts at W. Coon Lake Rd going west to end at Dutcher Rd. for a total of 5 miles

Backbone 3: Starts at intersection of W. Coon Lake Rd and Pingree Rd going north to Norton Rd and ends at the corner of Norton and County Farm Rd. for a total of 7 miles

Backbone 4: Starts at W. Coon Lake and Pingree Rd going south to W. Schafer Rd. then east on W. Schafer Rd and ending on the intersection of W. Schafer and Pinckney Rd. for a total of 9 miles

Cost Savings to Customers

Current times have stressed more than ever the need to find cost savings without compromising service. On average we see those customers that switch service from cable providers to MiSignal are saving \$20.00 per month when only using internet. Customers that switch service that utilize Internet, TV, and Phone Service see a cost savings of over \$45.00 per month, families see an annual savings over \$540.00.

Studies show that consumers spend their extra money in three major categories. Dining out, paying off debt, and entertainment. With two of the three categories being local spending, this means customers are more likely to spend the savings with local businesses.

OBJECTIVE

Provide underserved areas with access to high-speed Internet

- Residential expected internet speeds 800+mbps download / 800+mbps upload
- Residential expected Internet Costs \$70.00 per month

SCOPE OF BUILD

Backbone 1:

- Distance – 8 Miles
- Fiber Count – 96SM
- Cost of installation: \$130,600
- Time to build – 6-9 months Includes permits, make ready, installation.

Backbone 2:

- Distance – 5 Miles
- Fiber Count – 96SM
- Cost of installation: \$77,800
- Time to build – 6-9 months Includes permits, make ready, installation.

Backbone 3:

- Distance – 7 Miles
- Fiber Count – 96SM
- Cost of installation: \$98,920
- Time to build – 6-9 months Includes permits, make ready, installation.

Backbone 4:

- Distance – 9 Miles
- Fiber Count – 96SM
- Cost of installation: \$183,400
- Time to build – 6-9 months Includes permits, make ready, installation.

Total Project Cost: \$490,720

Fiber Route Miles: 29

Fiber Count: 96

Build Supported Customers: 3,200



Township of Marion, Livingston
2877 W. Coon Lake Rd.
Howell, MI 48843
(Effective January 1, 2022)



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AUBURN HILLS, MI 48326
800.878.9878
WWW.KENRICKCORP.COM



INTRODUCING The Michigan Township Participating Plan

The Michigan Township Participating Plan was formed in April of 1985 under enabling legislation known as Public Act 138. The Par Plan was formed to provide a stable market for governmental entities who, up to then, were paying exorbitant prices for limited coverage, or in some cases, were being forced to go without coverage in key areas.

There are a number of reasons for Par Plan's success. Par Plan was structured to provide more features and benefits than any other plan:

- Non-profit
- Tax-exempt
- Retain investment income
- Stable pricing
- Interactive website
- Simplified application
- Specialized loss control
- Homogenous group

The Par Plan develops coverage programs specific to every member's needs because we know that there isn't any one coverage that can satisfy the needs of each and every municipality. We offer coverage as diverse as each public entity.

The Par Plan is a unique and proven, member-driven system that has effectively provided affordable, tailored property and casualty coverage to small- and medium –size Michigan public entities for many years. Members of the Par Plan all share common goals and needs specific to public entities. Through participation in the Par Plan, they create a team approach to meeting those goals and needs. The par plan is a proven, historically stable program with a 98% member retention rate and a strong, long-term working relationship with its program reinsurers.

Over 1,300 current members already know why The Par Plan is #1 in Michigan.

MARION TOWNSHIP

- * Dividend Returns to Date: \$10,434.03
- * Grant Awards to Date: \$8,855
- * Reimbursement for Michigan Citizen Planner Certification - **One Person Per Year**

Par Plan Board of Directors

Zone 1

Paul Lehto
Calumet Township
906.337.2410

Zone 2

Judy Maike
Everett Township
231.519.1435

Zone 3

Glen Lile
East Bay Charter Township
231.947.8719

Zone 4

Diane Randall
Roscommon Township
989.422.4116

Zone 5

Judy Maike
Everett Township
231.519.1435

Zone 6

Gary Brandt
Monitor Charter Township
989.684.3366

Zone 7

Zone 8

Linda Preston
Pokagon Township
269.462.1632

Zone 9

William Bamber
Oceola Township
517.546.3259

With Eight Offices in Four States

We serve over 2600 Public Entities



Your Michigan Service Team

800.748.0554



Jon Johnson
ext. 3163
Account Manager
jjohnson@bfgroup.com
cell: 269.929.1605



Megan Roschek
ext. 3178
Account Manager
mroschek@bfgroup.com
cell: 614.440.8292



Bobbi Pritchard
ext. 3111
Manager
bpritchard@bfgroup.com



Jean Perry
ext. 3135
Service Representative
jperry@bfgroup.com

"All Products and Services from a Single Source"

PROPERTY & LIABILITY SOLUTIONS

- Property & Liability Coverage
- Workers Compensation
- Bonds

BENEFIT SOLUTIONS

- Group Health
- Group Life
- Group Voluntary Life
- Dental
- Volunteer Fire
- Long & Short Term Disability

RETIREMENT SOLUTIONS

- Pension
- Deferred Compensation

GASB 45 SOLUTIONS

- Section 115 Trust
- Actuarial Services, AAL & ARC

ADMINISTRATIVE SERVICES

- FSA, Section 125
- COBRA
- PA 106 Compliance
- Pension
- HRA, HSA & Debit Cards



Michigan Township Participating Plan Administration & Risk Control



Burnham & Flower Insurance Group Marketing & Service



UHY LLP Certified Public Accountants Auditing

HCC Public Risk Claim Service Claims

As a direct extension of our Risk Control program, the Claims Department stands ready if an incident turns into a claim. Through the expeditious payment of covered claims, HCC provides service of the highest caliber. Our professional and skillful claims handling gives your Municipality piece of mind.



TOKIO MARINE HCC

HCC Public Risk Claim Attorney Representation:

- Foster, Swift, Collins & Smith, P.C. (Grand Rapids)
- Foster, Swift, Collins & Smith, P.C. (Lansing)
- Landry, Mazzeo & Dembinski, P.C. (Farmington Hills)
- Law Offices of Gary Rossi PLLC (Bloomfield Hills)
- Lucas & Baker, P.C. (Onsted)
- McGraw Morris, P.C. (Grand Rapids)
- McGraw Morris, P.C. (Troy)
- Seibert & Dloski, P.L.L.C. (Clinton Twp)
- Swogger, Bruce & Millar Law Firm, P.C. (Traverse City)
- White & Wojda Attorneys at Law (Alpena)



TOKIO MARINE HCC

HCC Public Risk Control Services provides customized loss control to a variety of Municipal Governments, including Cities, Counties, Towns, Townships and Villages. We also work closely with the different branches within these entities:

- Police & Fire Departments
- Parks & Recreation Programs
- Public Works
- Human Resources Departments.

Risk Control continued

Our main objective is to assist Municipalities in reducing and/or transferring potential liability exposures. There are many potential exposures which public officials must contend with. To help our members deal with these, we offer several types of risk control services:

- Risk Control site visits and subsequent report with recommendations for improvement
 - Special event and hold harmless language reviews
 - Resource materials
 - Technical assistance
 - Free Risk Control workshops and conferences including:
 - ▶ How to Avoid Zoning Litigation
 - ▶ ADA and Discrimination in the Workplace
 - ▶ Know Your Liabilities
 - ▶ Top 10 Areas of Litigation
 - ▶ So You've Been Sued
 - ▶ Risk Management for Governmental Entities
 - ▶ Sexual Harassment in the Workplace
-

You Serve Others... We Serve You.
Our service promise to you.

- We will promptly respond to your phone calls and emails.
- We will expedite any changes in coverage.
- We will offer 24x7 on-line access to information you need.
- We will happily review your coverage at any time - we recommend annually.
- We have the ability to review contracts or certificates you receive from other parties.
- We will provide risk management and safety recommendations.
- We will work with you to meet your unique and changing needs.
- We have staff on-site with expertise in the following areas:
 - Property & casualty
 - Group benefits
 - Retirement services
 - Health insurance third party administration



SECTION I. LIABILITY COVERAGES

Who is an 'Insured'

- 1) Any member of the governing body of the Named Insured
- 2) Any member of boards or commission of the Named Insured
- 3) Any elected or appointed official of the Named Insured
- 4) Any employee of the Named Insured
- 5) Any volunteer of the Named Insured

A. COMPREHENSIVE GENERAL LIABILITY COVERAGE

Description	Coverage
Bodily Injury & Property Damage	\$5,000,000 per occurrence
Personal & Advertising Injury	\$5,000,000 per occurrence
Aggregate	None
Deductible	\$2,500
Sewer Backup Liability	\$500,000 per occurrence \$500,000 aggregate
Damage to Premises Rented to you	\$500,000 any one premises
Deductible	\$2,500
Medical Payments (volunteers included)	\$10,000 any one person
Entrusted Property for Storage / Safekeeping	\$25,000 aggregate
Excess Employer's Liability (workers' compensation primary)	\$100,000 Bodily Injury by Accident \$100,000 Bodily Injury by Disease



COMPREHENSIVE GENERAL LIABILITY COVERAGE Cont.

Additionally & Automatically Included:

- Athletic Participation Liability
- Automatic Coverage for Newly Acquired Organizations (90 days)
- Broad Form Property Damage
- Cemetery Professional Endorsement/ \$2,500 Deductible
- Elected & Appointed Official's Residence and Place of Employment
- Extended Bodily Injury
- EMT / EMS Operations
- Host/Incidental Liquor Liability
- Government Medical (Good Samaritan Endorsement)
- Incidental Medical Malpractice Liability
- Insured Contractual Liability
- Liability Resulting From Mutual Aid Agreements
- Mental Anguish, Mental Injury, Shock & Disability
- Non-Owned Watercraft (under 51')
- Occurrence Form
- "Pay on Behalf" Form
- Products & Completed Operations
- Pollution Coverage for Fire Department Emergency & Training Operations
- Special Events Liability (excluding sponsored fireworks and liquor)

B. EMPLOYEE BENEFITS LIABILITY COVERAGE

Description	Coverage
Per Occurrence Limit	\$1,000,000
Annual Aggregate Limit	\$3,000,000
Deductible	None



C. PUBLIC OFFICIALS LIABILITY COVERAGE

(Errors & Omissions / Wrongful Acts Liability)

Description	Coverage
Per Occurrence Limit	\$5,000,000
Annual Aggregate Limit	None
Deductible	\$2,500
Occurrence Form	Included
Employment Practice Liability	Included
"Pay on Behalf" Form	Included
Equal Employment Opportunity Commission Actions	Included
Civil Rights Violations	Included
Non-Monetary Defense Cost Coverage	\$1,000,000 per suit
• Injunctive Relief	\$1,000,000 aggregate
Private Property Use Restriction Sublimit Endorsement (Zoning)	\$1,000,000 per occurrence \$0 aggregate
Deductible	\$50,000

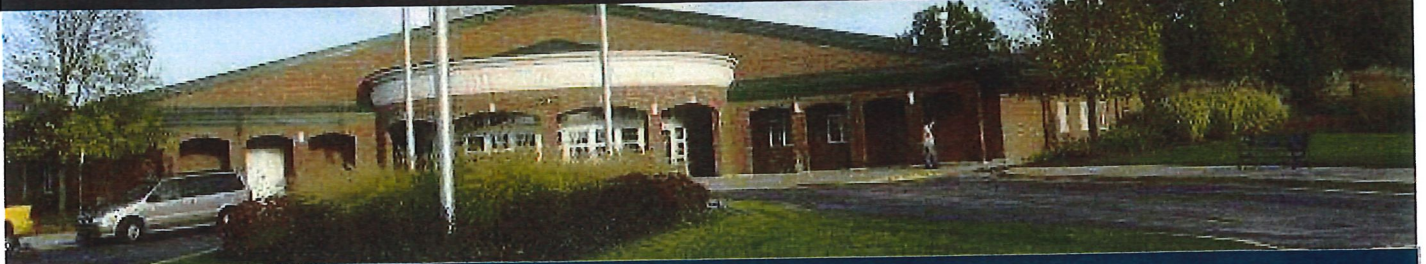
D. LAW/CODE ENFORCEMENT LIABILITY

Description	Coverage
Per Occurrence Limit	\$5,000,000
Annual Aggregate Limit	None
Deductible	\$2,500



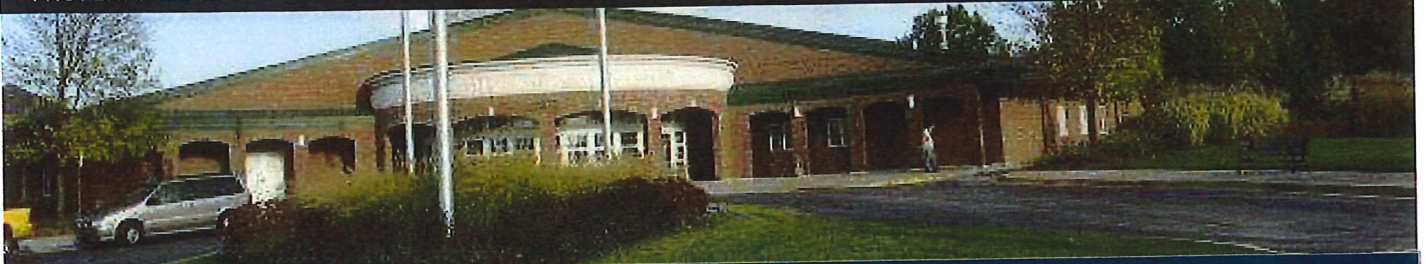
E. AUTOMOBILE LIABILITY COVERAGE

Description	Coverage
Occurrence Limit (Hired & Non-Owned Included)	\$5,000,000
Deductible	None
Employee Vehicle Endorsement	\$1,000



SECTION II. PROPERTY COVERAGE

Location Address	Building	Contents	Year Built
2877 WEST COON LAKE (TOWNHALL/FIREHALL)	\$1,314,871	\$41,780	1980
2861 WEST COON LAKE (VERIZON CO-LOCATOR)	\$0	\$0	2007
2877 W COON LAKE ROAD (GAZEBO)	\$31,827	\$0	2009
4277 NORTON ROAD (PUMP STATION CI-4)	\$95,363	\$0	2000
4051 MASON (PUMP STATION CI-6)	\$95,363	\$0	2000
3345 MASON (PUMP STATION CI-9)	\$92,978	\$0	2000
2622 NORTON ROAD (PUMP STATION CI-1)	\$104,898	\$0	2000
1493 ALSTOTT (PUMP STATION C2-7)	\$119,203	\$0	2000
1052 PEAVY (PUMP STATION C2-2)	\$178,804	\$0	2000
1418 TRACILEE (PUMP STATION C2-3)	\$143,043	\$0	2000
862 FRANCIS (PUMP STATION C2-5)	\$149,004	\$0	2000
3308 NORTON (PUMP STATION CX-8)	\$53,641	\$0	2005
JEWELL (1.37 ACRES)	\$0	\$0	2006
JEWELL (1.37 ACRES)	\$0	\$0	2006
COON LAKE ROAD (29.11 ACRES)	\$0	\$0	2006
TRIANGLE LAKE ROAD (9.38 ACRES)	\$0	\$0	2006
200 WRIGHT ROAD (PUMPSTATION)	\$42,436	\$0	2006
DARAJKLAN PROP @ LUCY RD	\$0	\$0	2010
FOXFIRE @ SUNRIDGE	\$0	\$0	1996
TRACILEE & PEAVY RD 27.40 ACRES	\$0	\$0	2010
HARGER & D19 3 1/2 ACRES	\$0	\$0	2010



SECTION II. PROPERTY COVERAGE

Location Address	Building	Contents	Year Built
GREEN @ PINGREE & VINE 1.78 ACRES	\$0	\$0	2010
LAKESIDE @ NORTON & BURKHARDT	\$0	\$0	2010

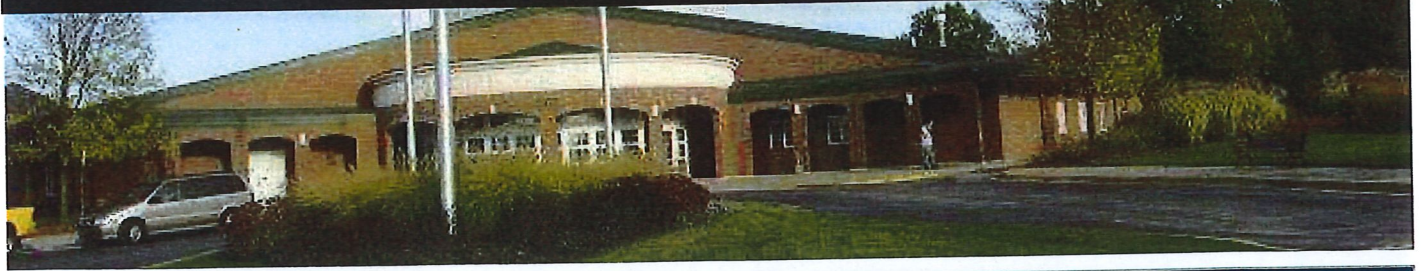
Description	Coverage
Total Building & Contents Limit - Blanket & Agreed	\$2,463,211
Deductible	\$1,000
Replacement Cost Valuation	Included
Coinsurance	N/A
Equipment & Mechanical Breakdown Coverage (\$1,000 Deductible)	Included
Earthquake Coverage Limit	\$1,000,000
Earthquake Coverage Deductible	\$50,000
Flood Coverage Limit (Excludes FEMA "special flood coverage area")	\$100,000
Flood Coverage Deductible	\$10,000



PROPERTY COVERAGE - Cont.

Extensions of Coverage

Accounts Receivable	\$250,000
Damage to Buildings from Theft, Burglary, or Robbery	Included
Debris Removal	25% of loss
Extra Expense	\$500,000
Fire Department Service Charge	\$5,000
Fire Equipment Recharge	\$5,000
First Party Sewer Back-up	\$25,000
Foundations of Machinery	\$250,000
Foundations of Building	\$500,000
Glass Coverage - no deductible applies	Included
Inventory or Appraisal	\$10,000
Loss of Rents and Business Income	\$500,000
Newly Acquired or Constructed Property - Building (180 Days)	\$1,000,000
Newly Acquired or Constructed Property - Contents (180 Days)	\$250,000
Outdoor Property	\$10,000
Personal Effects of Employees	\$1,000
Personal Property of Others	\$15,000
Premises Boundary Increased Distance	1,000 Feet
Preservation of Property	Included
Pollution Cleanup and Removal	\$10,000
Tree Cleanup in Cemeteries	\$10,000
Underground Pipes, Flues or Drains (Within 1,000ft of Insured Structure)	\$1,000,000
Valuable Papers & Records - Costs to Research, Replace, or Restore	\$250,000



PROPERTY COVERAGE - Cont.

Building Ordinance or Law

Coverage for Loss to Undamaged Portion of the Building	Actual Loss Sustained
Demolition Cost Coverage to Undamaged Portion of the Building	Actual Loss Sustained
Increased Cost of Construction Coverage	Actual Loss Sustained

ELECTRONIC DATA PROCESSING (EDP) COVERAGE

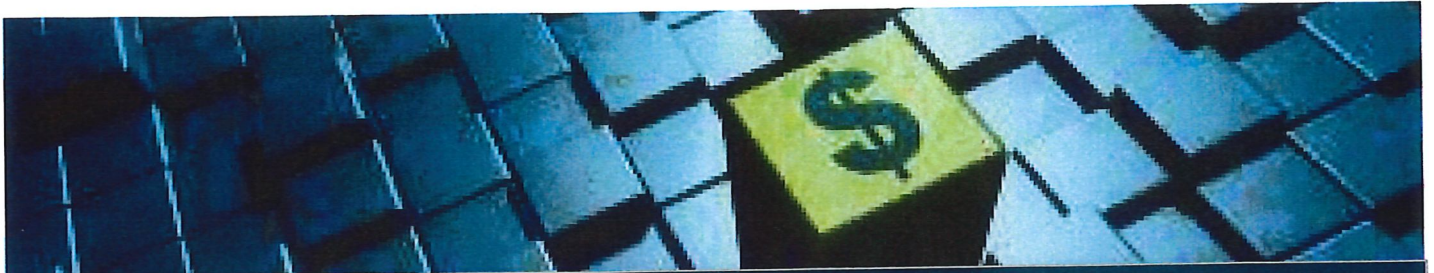
Data, Media, Programs	\$100,000
Extra Expense	\$100,000
Loss of Business Income	\$100,000
System Breakdown Coverage	Included
Deductible	\$500

INLAND MARINE COVERAGE

Deductible	\$500
Total:	\$243,571

SCHEDULED INLAND MARINE

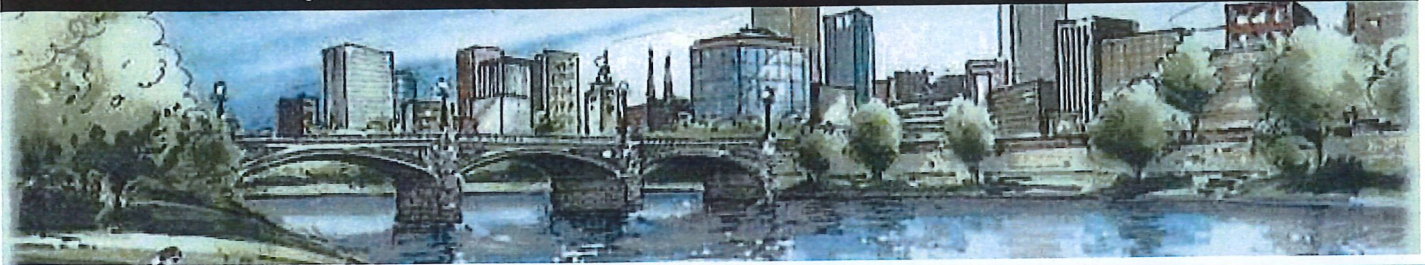
Make/Model	Value	Value Type
(2) VATS VOTING MACHINE	\$9,000	Replacement
(2) EMERGENCY ALERT SYSTEM	\$40,000	Replacement
(6) VERITY SCANS VOTING MACHINES	\$31,800	Replacement
2 GENERATORS	\$40,000	Replacement
ENGRAVED BRICK PAVERS	\$6,000	Replacement
OZONE STATION @ 1301 PINCKNEY ROAD	\$50,000	Replacement
PLAYGROUND EQUIPMENT	\$12,000	Replacement
MISCELLANEOUS PROPERTY & EQUIPMENT	\$54,771	Replacement



SECTION III. CRIME & BONDING

Description	Coverage
Forgery or Alteration	\$10,000
Theft, Disappearance and Destruction In/Out	\$100,000
Tax Time Limit	\$100,000
Computer Fraud	\$100,000
Employee Dishonesty - Per Loss	\$100,000
Deductible	None

BOND COVERAGE	
Position	Limit
Treasurer	\$25,000
Deputy Treasurer	\$15,000
Clerk	\$10,000
Deputy Clerk	\$10,000
Assessor	\$10,000
Secretary	\$10,000
Tax Assistant	10,000
Supervisor	\$5,000



Township of Marion

BIND REQUEST EFFECTIVE: January 1, 2022

Michigan Township Participating Plan Package	\$41,989
Provident Board of Trustees AD&D for (14) Members	\$1,582
SUBTOTAL	\$43,571

PROGRAM COVERAGE OPTIONS

<input type="checkbox"/> Add Casualty & Property Limited Terrorism Coverage	\$261 add'l
---	-------------

**** If you have any questions please contact our office. Higher Limits of coverage available upon review****

This proposal is an overview of the coverages provided by Michigan Township Participating Plan (MTPP). This presentation is merely descriptive and should be used for reference purposes only. Your policy(ies) must be referred to for specific coverages, limitations and restrictions. Specific questions regarding any of these items should be referred to your Account Manager.

INVOICE AND BIND REQUEST



Township of Marion

BIND REQUEST EFFECTIVE: January 1, 2022

Michigan Township Participating Plan Package	\$41,989
Provident Board of Trustee's AD&D for (14) Members	\$1,582
SUBTOTAL	\$43,571

PROGRAM COVERAGE OPTIONS

<input type="checkbox"/> Add Casualty & Property Limited Terrorism Coverage	\$261 add'l
---	-------------

**** If you have any questions please contact our office. Other higher limits of coverage available upon review****

TOTAL PREMIUM SUBMITTED: \$

PAYMENT DUE UPON RECEIPT

PLEASE SEND IN ONE COPY OF THIS BIND REQUEST WITH YOUR PAYMENT.

PLEASE MAKE PAYMENT TO:
 BURNHAM & FLOWER AGENCY, INC.
 315 SOUTH KALAMAZOO MALL
 KALAMAZOO, MI 49007

THANK YOU FOR YOUR BUSINESS AND CONTINUED SUPPORT!

SIGNATURE OF AUTHORIZED: Sammy L. Beal DATE: 12/16/2021

**POLICYHOLDER DISCLOSURE
NOTICE OF TERRORISM
INSURANCE COVERAGE**

You are hereby notified that under the Terrorism Risk Insurance Act, as amended in 2015 and reauthorized in 2019, you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury – in consultation with the Secretary of Homeland Security, and the Attorney General of the United States – to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT COVERAGE PROVIDED BY THIS POLICY FOR LOSSES CAUSED BY CERTIFIED ACTS OF TERRORISM, MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. **HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, INCLUDING BUT NOT LIMITED TO, AN EXCLUSION FOR NUCLEAR EVENTS. PLEASE READ IT CAREFULLY.** UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 80% BEGINNING ON JANUARY 1, 2020 OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES CAUSED BY CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEEDS \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

Acceptance or Rejection of Terrorism Insurance Coverage

_____	I hereby elect to purchase coverage for a prospective premium of <u>\$ 261</u>
_____	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses arising from certified acts of terrorism. (Please check the box to the left and initial if this is your election)

Policyholder/Applicant's Signature

Print Name

Date

U.S. Specialty Insurance Company

Insurance Company
HMTP-212674
01/01/2022 - 01/01/2023

Policy Number
MARION TOWNSHIP
LIVINGSTON

Insured Name

**MARION TOWNSHIP RESOLUTION TO
APPROVE THE OPTING OUT OF THE 2011 PUBLIC ACT 152**

**Resolution # 2022-
January 13, 2022**

At a meeting of the Board of Trustees for the Township of Marion, Livingston County, Michigan, held at 2877 W. Coon lake Road, Howell, Michigan 48843, on the 13th day of January, 2022 at 7:30 p.m. Eastern Standard Time.

PRESENT:

ABSENT:

The Township of Marion has adopted a resolution to adopt annual exemption option as set forth in 2011 Public Act 152, the Public Funded Health Insurance Contribution Act, as presented.

The Resolution was offered by _____ and supported by _____ .

Upon roll call vote the following voted "Aye":

No:

RESOLUTION DECLARED _____.

STATE OF MICHIGAN

COUNTY OF LIVINGSTON

I, the undersigned, the duly qualified and acting clerk for the Township of Marion, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Board of Trustees at a meeting held on the 13th day of January, 2022, and further certify that the above Resolution was adopted at said meeting.

Tammy L. Beal, Marion Township Clerk

**RESOLUTION TO ADOPT POVERTY EXEMPTION POLICY AND GUIDELINES
FOR 2022 INCOME AND ASSET TESTS**

RESOLUTION #2022-nn, January 13, 2022

_____ motioned to adopt a resolution to set the following policy and guidelines for 2022 Poverty Exemptions, Seconded by _____

In order to qualify for a poverty exemption, property owners must submit an application using the State of Michigan form 5737. Form 5739 to prove ownership must also be submitted. Property owners that are not required to file a Federal Income Tax Return must also file form 4988. These forms will be available at the Township Office and links to the forms will be posted on the Township website: www.mariontownship.com.

The Board of Review shall consider the income and asset guidelines listed below. Applicants exceeding the guidelines in one of the tests may qualify for partial exemptions (25% or 50% consistent with state law) if they have shortages in the other test. Poverty appeals may be filed at the March, July, or December Boards of Review.

Income Test: The income guidelines shall be the adjusted Federal Poverty Guidelines as follows:

Size of Family Unit	Poverty Guidelines
1	\$ 17,420
2	\$ 21,960
3	\$ 26,500
4	\$ 31,040
5	\$ 35,580
6	\$ 40,120
7	\$ 44,660
8	\$ 49,200
For each additional person	\$ 4,540

Asset Test: To be eligible for a 100% poverty exemption for 2022, property owners shall have a maximum of \$50,000 in net assets, excluding their principal residence, retirement accounts, and accounts having a substantial penalty for withdrawals.

Upon roll call vote, the following voted "Aye":

The following voted "Nay":

The following abstained:

The supervisor declared the resolution _____.

I, the undersigned, the duly qualified and acting Clerk for the Township of Marion, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Board of Trustees at a meeting held on the 13th day of January 2022, and further certify that the above Resolution was adopted at said meeting.

Marion Township Clerk

Date

RESOLUTION TO ALLOW RESIDENTS TO FILE LETTER APPEALS
TO THE BOARD OF REVIEW FOR 2022

RESOLUTION #2022-nn
January 13, 2022

_____ motioned to adopt a resolution to set the following policy for 2022
Letter Appeals to the Board of Review, Seconded by _____

Marion Township property owners may file an appeal of the assessed value of their real or personal property by written letter to the Board of Review for consideration. The letter will preserve their right to appeal to the Michigan Tax Tribunal. The letter must arrive at the township by noon on Tuesday March 15, 2022, the last day of the final scheduled Board of Review hearings.

This date may be changed due to State of Michigan orders or statutes.

Upon roll call vote, the following voted "Aye":

The following voted "Nay":

The following abstained:

Resolution

The supervisor declared the motion

I, the undersigned, the duly qualified and acting Clerk for the Township of Marion, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Board of Trustees at a meeting held on the 13th day of January 2022, and further certify that the above Resolution was adopted at said meeting.

Marion Township Clerk

Date

Deleted Items are highlighted in GREY.

Added Items are highlighted in Yellow.

**MARION TOWNSHIP
PERSONNEL POLICY
AND
ADMINISTRATIVE REGULATIONS
HANDBOOK**

MARION TOWNSHIP POLICY HANDBOOK

Marion Township has always emphasized that outstanding people are the key to our success. To ensure continued success, we feel it is important that all employees understand our policies and administrative regulations. This handbook will familiarize you with the various aspects of working for Marion Township. You are encouraged to use it as a valuable resource for understanding your employment with the Township. It will also be a useful reference document for all employees. If you have questions, please do not hesitate to ask your immediate supervisor or Township supervisor.

No individual, other than the Township Board, is authorized to modify or amend these policies. Further, no statement of policy set forth in the handbook is intended as a contractual commitment or obligation of the Township to any individual employee or group of employees.

INTRODUCTION

The policies, practices and benefits will be reviewed for updating and may change from time to time. Therefore, you should always check to ensure that you have the most current copy of the policy book.

ETHICAL STANDARDS/CONFLICT OF INTEREST

Marion Township has an excellent reputation for conducting its business activities with integrity, fairness, and in accordance with the highest ethical standards. As an employee, you enjoy the benefits of that reputation and are obligated to uphold it in every business activity. If you are ever in doubt whether an activity meets our ethical standards or compromise the Township's reputation, please discuss it with your immediate supervisor or Township supervisor. The Township Board of Trustees endeavors to hire the best-qualified candidates for the position.

All employees must maintain a pleasant and helpful attitude in dealing with members of the public and co-workers, whether by telephone or in person. The following are also prohibited: Failing to report to work when scheduled, failure to be on time for work, violation of departmental rules or confidentiality, neglect of duty, reporting to work in an intoxicated condition, consumption or possession of alcohol or illegal drugs or substance (such as marijuana) on township premises while on or off duty, use of obscene language in public office areas, threatening other persons or instigating a fight, verbally abusing or physically attacking customers, residents, visitors or township personnel. Personal conduct that is obnoxious or abusive to other customers, residents or employees including gossip, rumors and statements of defamatory nature will result in further action, which may include withholding a merit increase, demotion, suspension without pay, or termination.

A public official or employee shall not solicit or accept any gift of value including money, goods, or services for the benefit of any person or organization excluding the Township. A public official or employee shall not engage in a business transaction in which they may profit from their official position or authority including benefiting financially from confidential information they obtained by reason of that position or authority. A public official or employee shall not engage in, accept employment, or render services for any private or public interest when it is in conflict with their official duties or when that employment or service may impair their judgment in actions while performing their official duties.

A public official or employee shall not participate on behalf of the township in negotiation or

execution of contracts, making loans, granting of subsidies, fixing of rates, issuance of permits and certificates, or other regulation and supervision relating to any business entity in which they have a personal interest. A public official or employee shall disclose all conflicts of interest that they discover or that have been brought to their attention in connection with the activities of the township. Voluntary work performed by family members is not perceived as a conflict of interest.

Disclosure is defined as providing a written description of the facts comprising the conflict of interest to the appropriate person be it the Board of Trustees or immediate supervisor. A resolution to the conflict of interest shall be determined by the Board of Trustees.

At the time of hiring and on an annual basis, the township will require employees and public officials to sign a policy to show their understanding of this policy.

EQUAL EMPLOYMENT OPPORTUNITY

Marion Township maintains a strong policy of equal employment opportunity. We ensure equal employment opportunity for all employees and applicants for employment. We hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, color, religion, sex, national origin, age, height, weight, or physical impairments.

Our equal employment opportunity philosophy applies to all aspects of employment including recruiting, hiring, training, transfer, promotion, job benefits, educational assistance, and social and recreational activities.

Reasonable Accommodation for the Disabled

In carrying out its commitment of equal employment the Township will make reasonable accommodations for applicants, as well as employees, who can perform the essential functions of the job with or without reasonable accommodations.

Discrimination or Harassment

Any form of discrimination or harassment is prohibited by Marion Township as well as by state and federal law. Any person engaging in such conduct may be terminated immediately.

Any employee who feels that he or she is being subjected to a form of discrimination or harassment prohibited by this policy should notify his or her immediate supervisor or the Township supervisor.

Any employee who is determined, after an investigation, to have engaged in discrimination or harassment in violation of this policy may be subject to disciplinary action, up to and including discharge.

Sexual Harassment

The Township is committed to providing employees with a working environment that is safe, comfortable and productive. Sexual harassment in any form will not be tolerated. Simply stated, sexual harassment is any unwanted sexual attention pressed on an unwilling employee by co-workers or superiors. For purposes of this policy, sexual harassment is defined as including, but not limited to, the following acts:

1. Sexual relations, sexual contact, or the threat of sexual relations or sexual contact,

which is not freely and mutually agreeable to both parties.

2. The continual or repeated verbal abuse of a sexual nature including, but not limited to, sexually explicit statements, sexually suggestive objects or pictures, sexually degrading words used to describe the employee, or propositions of a sexual nature.
3. The threat or insinuation that lack of sexual submission will adversely affect the employee's wages, advancement, assigned duties, or other conditions that affect employment.

If you believe you are a victim of sexual harassment, deal with the problem immediately by making a written complaint to your immediate supervisor, to the Township Clerk, or to the Township Supervisor. All allegations of sexual harassment will be investigated fully, impartially, and with discretion. There will be NO retaliation against an employee who files a complaint.

Any employee who is found, after investigation, to have engaged in sexual harassment of another employee will be subject to discipline, up to and including discharge. An employee who files a false report of sexual harassment will also be subject to discipline, up to and including discharge.

SUPERVISION

Personnel shall take direction from their immediate supervisor. The Township Supervisor is the immediate supervisor for the Assessors and the Zoning Administrator. The Township Clerk is the immediate supervisor of the Deputy Clerk, Receptionist and Election Workers. The Township Treasurer is the immediate supervisor of the Deputy Treasurer and the Treasurer's Assistant.

COMPENSATION POLICY

Pay Period

For all employees, the standard pay period is monthly. Checks and automatic deposits will be available on the 10th of each month or on the last working day prior to the 10th. Pay period will cover the first through the last day of each calendar month.

For all employees working 32 hours per week, the standard workweek is Monday-Thursday, 9:00 am-5:00 pm. All employees are allowed a daily thirty (30) minute paid lunch and two fifteen (15) minute paid breaks. Customer service will be provided during these times by the appropriate staff.

Payroll Procedures

The normal workweek is defined in the Pay Period paragraph. All regular, non-elected employees are required to clock in and out each day to record hours worked. If hourly employees are authorized to work over 32 hours per week, they will be compensated at their normal hourly rate up to 40 hours. Hourly employees authorized to work over 40 hours in a week will be paid at 1½ times the regular rate.

Paid time off must be recorded on the standard PTO request form. Scheduled time off must be requested prior to taking time off. Unscheduled PTO must be recorded on the PTO request form when the employee returns to work.

Pay is calculated on the following basis:

Elected Officials are paid monthly in equal payments based on the annual salary approved by the board.

Non-elected regular hourly employees are paid monthly based on time recorded on time clock and PTO forms.

If an hourly employee is required to work hours other than the normal township business hours then they will be compensated at their regular rate of pay, be paid for time spent traveling and mileage. Example: Such as an MTT Hearing on a Friday that is out of town.

Appointed boards and commissions are paid as follows:

Planning Commission- \$100 per meeting as recorded by the zoning administrator and paid monthly. The chairman will receive \$150 per meeting.

Zoning Board of Appeals- \$100 per meeting as recorded by the zoning administrator and paid monthly.

Zoning Administrator will receive \$100 for attending the Planning Commission Meeting, Zoning Board of Review Meeting and \$100 per meeting when asked by the Supervisor, Clerk or Treasurer to attend the regular Board of Trustee meeting.

Board of Review--\$25 per hour for all meetings and training recorded on sign-in sheets paid monthly. Mileage will be paid up to 100 miles per class.

Howell Area Park and Recreation Authority Representative--\$175 per meeting, paid monthly.

Election Workers--pay rates set by election commission, approved by Board of Trustees. Time recorded on sign-in sheets for training and elections paid monthly.

Overtime

Employees will be compensated for all work authorized by their immediate supervisor in excess of 40 hours per week at a rate equal to 1½ times the employee's regular rate of pay.

All authorized work in excess of sixteen (16) consecutive hours worked, or work on holidays, will be compensated at a rate equal to two (2) times the employee's regular rate of pay.

Unpaid Furlough Days

If the workload and/or financial situation warrants, temporary unpaid furlough days may be enacted as determined by the Officers. PTO may not be taken as furlough days. Furlough days can only be changed at the request of an Official; i.e.: if the staff person is needed to come in because of an extra work load. This will not affect the benefit package.

Date of Hire

The effective date on which an individual officially hired, as an employee of Marion Township shall be designated as that individual's "Date of Hire." This date is used to determine benefits. An employee's "Date of Hire" will remain in effect throughout an employee's continuous consecutive years of paid employment with the Township. The following shall alter an employee's date of hire:

- Authorized leaves of absence exceeding 180 days, which shall change employee's

date of hire to the date of return to his/her position.

Seniority

Seniority is determined by years of service without more than a six-month approved leave of absence.

Salary Increases/Raises

Employee starting salary will be that which has been established by the Board of Trustees. Merit raises will become effective July 1 of each calendar year upon review by the Board of Trustees.

Education

Continuing education classes that will benefit the township will be paid by the township within the limits of each department's budget and must be approved by their immediate supervisor. Coverage may include class fee, mileage at the current rate, and reasonable overnight lodging. Hourly employees will be paid for only eight (8) hours per day at their regular hourly rate. ZBA and Planning Commission members are encouraged to attend in house or external training yearly, they will be paid \$80 for up to a four-hour class or \$160 for up to an 8-hour class. A class handout or report must be turned in after each class/seminar. Full time office staff are required to take one day (8 hours) of training per year that pertains to their job. Elected officials are encouraged to attend yearly educational classes to enrich their knowledge of government. If the workshop is 6 hours or more then the employee will be reimbursed \$25 for meals and incidentals for the day's expenses.

Jury Duty

The employer shall pay the employee called for jury duty at his/her regular straight time rate, which he/she would earn if working, less an amount equal to the payment received for jury service. The employee must return to work and work any hours out of his/her scheduled workday that he/she is not actually on jury duty.

In order to receive compensation, an employee must give the employer at least two (2) days prior notice that he/she has been summoned for jury duty, and shall furnish documentation that he/she reported for or performed jury duty on the day(s) for which payment is received. The maximum payment obligation under this section is twenty (20) days each calendar year.

Unacceptable Job Performance, Disciplinary Action

The employee's immediate supervisor will first advise an employee verbally if he or she is not performing to the acceptable standards.

If satisfactory improvements are not exhibited after a verbal warning, and within a maximum period of thirty (30) days, a written warning will be given to the employee for review and action.

If the employee's performance does not improve to an acceptable level after a written warning, further action will be taken, which may include withholding a merit increase, demotion, suspension without pay, or termination.

Use of this disciplinary procedure does not change the at-will relationship between the

Township and its employees.

Employment of Relatives

Marion Township has no prohibition against hiring relatives. However, one general restriction has been established to help assure fair treatment of all employees.

While we accept and consider applications for full-time employment from relatives, close family members such as parents, children, spouses, or in-laws will not be hired into or transferred into positions in which they are the immediate supervisor of or are supervised by, a close family member.

OVERVIEW

Every organization has certain guidelines, which were developed to reflect good business practices. In establishing any rules of conduct, the Township has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On-time and alert when scheduled to be at work
- Careful and conscientious in performance of duties
- Thoughtful and considerate of other people
- Courteous and helpful, both when dealing with customers and fellow employees

Absenteeism and Tardiness

Marion Township expects employees to be at work on time and to observe the working hours established by the Township. An employee who will be absent from work for any reason must call the clerk's office within thirty (30) minutes of the start time of that day. If the clerk or deputy clerk is unavailable, request that whoever takes the message relay the information to the clerk's office as soon as possible. Repeated absenteeism and/or tardiness will be cause for disciplinary action up to and including termination.

All board members and commissioners should attend every scheduled meeting for which they are appointed or elected. If you need a copy of the meeting schedule, please contact the Clerk's office. However, in the event a board member or commissioner is unable to attend a meeting they should notify the Clerk's office as soon as possible so there is the presence of a quorum.

Arrangements for time-off must be made with the employee's immediate supervisor. The clerk's office shall also be notified of planned absences in advance and in accordance with the policy provisions of the leave regulations. The clerk's office must also be notified when unexpected leaves occur. Any scheduling change will be given to each employee in written form.

Force Majeure Days (An extraordinary interruption by a natural cause of the usual course of events that experience or care cannot reasonably foresee or prevent.)

It is the responsibility of the employee to determine if they can safely travel to and from work. The township will not pay them for that day of missed work, but if they feel they cannot get to work safely then PTO will be used to cover the time missed. If it is determined that the entire township offices are to be closed, the employees will be contacted via phone or text and compensated for that day's work at their regular rate of pay. Once at work if

something occurs such as inclement weather or a power failure the employees may be dismissed by the officials and will not lose that day's pay.

Safety

Marion Township expects its employees to conduct themselves in a safe manner. Please use good judgment and common sense in matters of safety, and observe any safety rules posted in various areas.

Substance Abuse

Marion Township will not tolerate any substance abuse on its premises. Any employee reporting to work subject to the effects of alcohol, or non-prescription drugs or **Marijuana**, or who uses alcohol, non-prescription drugs or **Marijuana**, on the premises, will be asked to leave immediately. Under these circumstances, assistance may be provided to ensure that the employee arrives home safely. Any employee who reports to work subject to the effects of alcohol, non-prescription drugs or **Marijuana**, or who uses alcohol, non-prescription drugs or **Marijuana** on the premises, may have his or her employment terminated immediately.

Considerations for Smokers and Nonsmokers

Employees are requested to confine smoking to outside at the rear of the building. Smokers are further requested to have consideration for nonsmoking co-workers.

Dress Code

What we wear to work is a reflection of the pride we have in our Township. To favorably impress members of the public, it is important for all employees to present a businesslike appearance. However, in case there are questions, here are some guidelines:

- Clothing should not constitute a safety hazard
- Employees should practice common sense rules of neatness, good taste and comfort
- Clothing should be appropriate relative to the employee's duties and specific job description

Kitchen Clean Up

Staff members shall be responsible and considerate of their colleagues by cleaning up after themselves. Dishes should be washed, counters kept clean and food properly stored to prevent rodent invasions. If you make the mess, you will clean it up!

Terminations

Employment with Marion Township is for no specified time, regardless of length of service. Just as you are free to leave for any reason, we reserve the same right to end our relationship with any employee at any time, with or without notice. All of Marion Township non-elected staff are "at will employees".

When an employee wishes to resign because of illness or for personal reasons, the possibility of a leave of absence should be explored if the employee has a good work record and has sufficient length of service.

The employee is expected to give at least two weeks written notice before terminating employment.

Personnel Files

Contact the Clerk if there are any changes in your:

- Home address
- Telephone number
- E-mail address
- Emergency contact
- Martial status
- Number of dependents
- Military status

You may review your personnel file by contacting the Clerk and arranging a time to do so.

Telephone Use

Telephones are a vital part of our business since much of our business is handled on the phone. Personal use of the telephone should be limited to emergencies and unusual circumstances. Also, personal calls should be brief. Personal long-distance calls not billed to the employee may not be made without maintaining accurate records and reimbursing the Township for the cost of the call. Cell phones should be used discreetly and at a minimum so as not to interfere with regular township business.

Solicitations and Distributions

People who do not work for the Township or are not approved vendors are prohibited from distributing literature of any kind or soliciting employees for any purpose at any time on Township property.

Protection of Township and Employee Property

Respect and protection of Township property and employee personal property is everyone's concern. If you find property missing or damaged, please report immediately.

Release of Information

Except for records and information that we are legally required to provide to government agencies, no information about you will be released unless there is a signed authorization form from you on file, and the request is in writing.

BENEFITS

The term benefits for this section refer to health insurance coverage and the pension plan.

1. Pension Plan-Defined Contribution Plan.

The Township will contribute 8% of individual's monthly gross wages, excluding wages earned for sitting on any boards that would also include recording secretary's earnings. The employee may also voluntarily contribute to the MERS 457 plan (after-tax compensation) or to the VOYA plan (before-tax compensation).

All contributions to the plan are vested immediately.

2. Health Insurance Coverage.

Employees (32+hours per week) and elected officials are eligible for health care coverage. The Township will cover 90% of the premium, the employee 10% paid on a monthly basis. The Township will pay a portion of the employees' health insurance deductible. Any elected official or employee (32+ hours per week) opting not to participate will receive a stipend of \$600 per month.

Paid Time Off

Paid time off is determined by length of service and is accrued as follows:

Employees working 32 hours per week:

- | | |
|---|---|
| • Five years and below | 96 hours per year
(accrued at the rate of 8 hours per month) |
| • Starting the 5 th year and 1 day, through 10 years | 144 hours per year
(accrued at the rate of 12 hours per month) |
| • Starting the 10 th year and 1 day | 192 hours per year
(accrued at the rate of 16 hours per month) |

Paid time off (PTO) may be taken at any time during the year, but should be scheduled with their immediate supervisor and then notify the Clerk's office to avoid conflicts with other employees' vacations and with busy periods of the year. Vacations will be scheduled on a first come first serve basis. A form signed by the immediate supervisor must be filed with the Clerk. Unpaid time off may be granted after PTO time is exhausted.

Any employee who gives proper notice regarding termination of his/her employment with the Township shall be entitled to his or her regular pay for any unused portion of paid time off, as of date of separation.

Any employee who is laid off or separated from the Township for reasons other than disciplinary action shall be paid accrued leave time upon approval of his/her supervisor. Unused vacation (PTO) days will be allowed to accumulate up to twelve working days. On an annual basis, accumulated PTO days in excess of twelve working days will be paid by a check issued in January with taxes withheld.

In the event of death, employee's beneficiary shall be paid his/or accumulated time.

If an employee terminates employment with the Township a two-week notice shall be given.

Medical Leave of Absence

To qualify for a medical leave of absence, employee must be employed with the Township for at least twelve (12) months. If a full-time employee (32 hours per week) is off for an extended period of time due to a physical or mental illness, the employee may request a leave of absence not to exceed six (6) months twelve (12) weeks. Any leave of absence granted shall be considered leave time and shall be without pay except for that portion covered under accumulated paid leave time. Employees will be required to utilize their accumulated paid leave time before any unpaid leave.

Multiple medical leave of absences shall be based on a twelve-month period. After a six-month twelve (12) weeks leave of absence, employees must work another twelve months before they are eligible for another township paid health insurance (90%) leave of absence.

To qualify for a medical leave of absence, non-elected employees must submit a physician's certificate stipulating that the employee is unable to work, the reason therefore, and an estimated return to work date. Marion Township reserves the right to require the employee to furnish additional medical certificates verifying the continued need for medical leave of absence. Said verification must be submitted within thirty (30) days of the Township's request. This does not apply to elected officials.

During an unpaid leave of absence, the Township will continue to pay the non-elected employee's portion of health insurance (90%) and the employee shall pay their portion (10%) for a period not to exceed six (6) months twelve (12) weeks. If a non-elected employee fails to pay their (10%) share of the monthly coverage, it will be terminated.

If a full-time (32 hours) employee is off for an extended period of time due to prolonged illness of his/her spouse or children, the employee may be granted, at his/her request, a leave of absence not to exceed ninety (90) days twelve (12) weeks, or a length of time equal to his/her accumulated leave days, whichever is greater. Such leave shall be without pay with the exception of accumulated paid leave time. Employees will be required to utilize their accumulated paid leave time before any unpaid leave. The township will continue to pay the non-elected employee's portion of health insurance (90%) and the employee shall pay their portion (10%) for a period not to exceed ninety (90) days twelve (12) weeks. If the leave is unprotected, whether from the start or because the protected leave is exhausted, the employee is no longer entitled to receive the miscellaneous medical stipend, during their unprotected absence.

Elected officials are covered by the township's health insurance including medical leave of absence. This takes effect immediately upon start date, (90%) paid by the township and (10%) paid by the elected official. The elected official is exempt from the length of absence and is governed by separate policies.

COVID-19

If an employee has symptoms of Covid or has tested positive for Covid then they shall be granted 8 days (64 hours) of paid time off, one time per calendar year. If they are unvaccinated and have had close contact with someone that has tested positive for Covid then they should not come into the office. Note: Only 64 hours of Covid pay will be granted per calendar year, per one occurrence.

Holidays

The township hall will be closed on the holidays listed below. They will be paid holidays unless they fall on a Friday or Saturday. If a holiday falls on a Sunday, the following Monday will be the paid holiday and the township hall will be closed for business. When a holiday falls on a day of the week that results in no benefit to the employee, the lost benefit will be added the employees leave time accrual.

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

Eligible employees requested to work on a holiday will be paid for time worked plus holiday pay. This will be compensated at their regular hourly rate.

Bereavement Leave of Absence

Employees working 32 hours shall be allowed the following leaves of absence, with pay, as bereavement leave. Bereavement leave will not be deducted from the employee's accumulated paid leave time.

- Four (4) days for the death of a spouse/significant other, child, parent, daughter-in-law or son-in-law.
- Three (3) days for the death of a sister, brother, mother-in-law, father-in-law, stepchildren, grandchildren.
- Two (2) days for the death of grandparents, stepparents, brother-in-law, sister-in-law, or member of the employee's immediate household.
- One (1) day for aunt or uncle.

Worker's Disability Compensation

All injuries incurred on the job must be reported to the employee's supervisor IMMEDIATELY.

Employee Complaint Procedure

Differences of opinion occasionally arise between individuals in an employment setting. It is in the best interest of the Township that such conflicts be resolved. Only complaints or replies to complaints, which are of extreme significance, need be in writing. Open discussion is encouraged so that employee grievances and complaints may be resolved to the satisfaction of all concerned.

Employees who submit a complaint or grievance under this procedure will not be harassed nor will any reprisals be taken. However, employees are not to disrupt or in any manner interfere with the work of any other employee.

Procedure

1. Any employee or representatives of a group of employees (not to exceed three) having a grievance or complaint relating to his/her status or conditions of employment with the Township should first discuss the problem with the employee's immediate supervisor. (Should an employee have a grievance concerning his/her immediate supervisor, the employee should discuss the matter with the Township Supervisor).
2. If the employee feels that no satisfactory conclusion has been offered, the employee may submit a written complaint to the Supervisor giving the employee's reason for disagreement. The Township Supervisor will then make a recommendation.
3. If the employee still feels that no satisfactory conclusion has been offered, the employee may request a special meeting with the Township Supervisor and others concerned may be asked to attend to discuss the employee's written complaint in order to make a fair determination of the complaint.
4. If the employee still feels that no satisfactory conclusion has been offered, the

employee may submit a written complaint to the Township Supervisor for presentation to the Township Board at a Special Meeting for a recommendation. The employee and others concerned may be asked to attend the meeting with the Board to discuss the complaint in order to make a fair and final determination.

These procedures are not intended to create any contract between the Township and an employee concerning the procedures that will be followed in handling any employee concerns, including termination of employment.

Gifts and Gratuities Prohibited

No employee, officer or department head of the township shall knowingly accept any gift, frank, free ticket, pass, reduced price, or reduced rate of service, other than as generally granted to the people of the community at large not the same class or quality of goods and services, from any person, firm or corporation operating a public utility within the Township or from any person known to him or her to have secured, or to be endeavoring to secure, a contract with the Township.

Common gifts given to the entire staff during the holiday season are acceptable if they do not exceed \$100 from each gift giver.

Township Hall Use

The Marion Township Hall may be used by elected officials and staff at no cost two times per year. All rules and regulations apply the same as they do for the general public. Special requests must be approved by the officers.

Please Note: All final decisions related to the personnel policy and administrative regulations will be made by the Township's Board of Trustees.

tammybeal@mariontownship.com

From: Westmoreland, Phil A. <philaw@spicergroup.com>
Sent: Wednesday, October 6, 2021 12:11 PM
To: tammybeal@mariontownship.com
Subject: RE: Twp Hall concepts

Yes.

Option 4 is 11,929 sft and is \$4.13 million. Approximately \$324 per square foot.

Option 5 is 6540 sft and is \$2.18 million. Approximately \$311 per square foot.

Both of these numbers include an estimated amount for design. There isn't any construction administration cost in these, so depending on your needs the final numbers could change. They also include a 10% contingency.

Thanks.

**Phil Westmoreland | Senior Project Manager |
SPICER GROUP, INC.**
Office: 734-823-3308 | Cell: 517-375-9449
www.spicergroup.com
Stronger. Safer. Smarter. *Spicer.*

From: tammybeal@mariontownship.com <tammybeal@mariontownship.com>
Sent: Wednesday, October 6, 2021 11:52 AM
To: Westmoreland, Phil A. <philaw@spicergroup.com>
Subject: RE: Twp Hall concepts

Did you have some estimates for these plans also?

Tammy L. Beal, MMC
Marion Township Clerk
2877 W. Coon Lake Road
Howell, MI 48843
tammybeal@mariontownship.com
517-546-1588

From: Westmoreland, Phil A. <philaw@spicergroup.com>
Sent: Wednesday, October 6, 2021 8:41 AM
To: tammybeal@mariontownship.com
Subject: Twp Hall concepts

Hi Tammy –

2 concepts attached, one with a full basement and one with just some storage under the expansion part. Let me know what you think.

Phil Westmoreland | Senior Project Manager I

SPICER GROUP, INC.

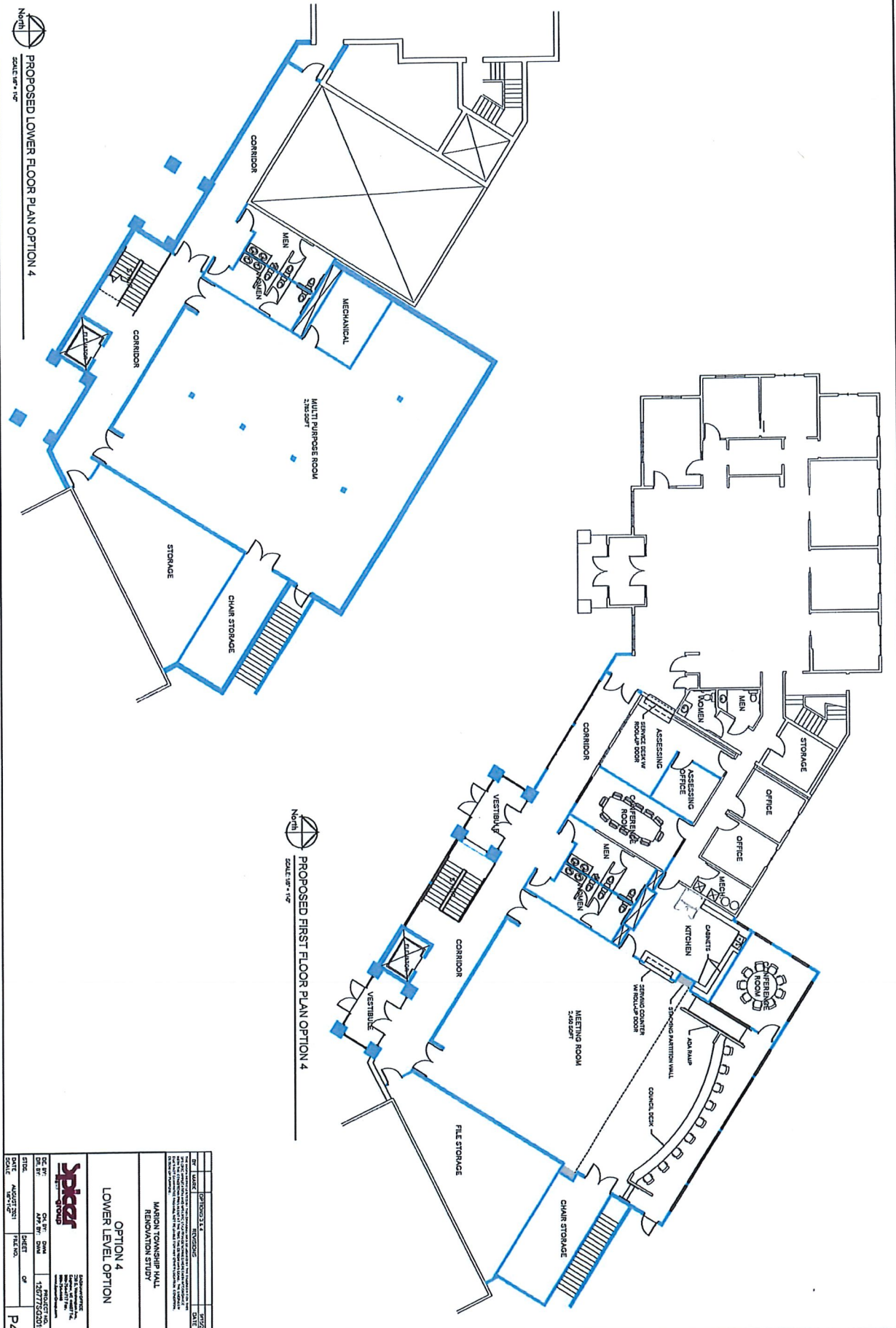
Office: 734-823-3308 | Cell: 517-375-9449

www.spicergroup.com

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PROPOSED LOWER FLOOR PLAN OPTION 4

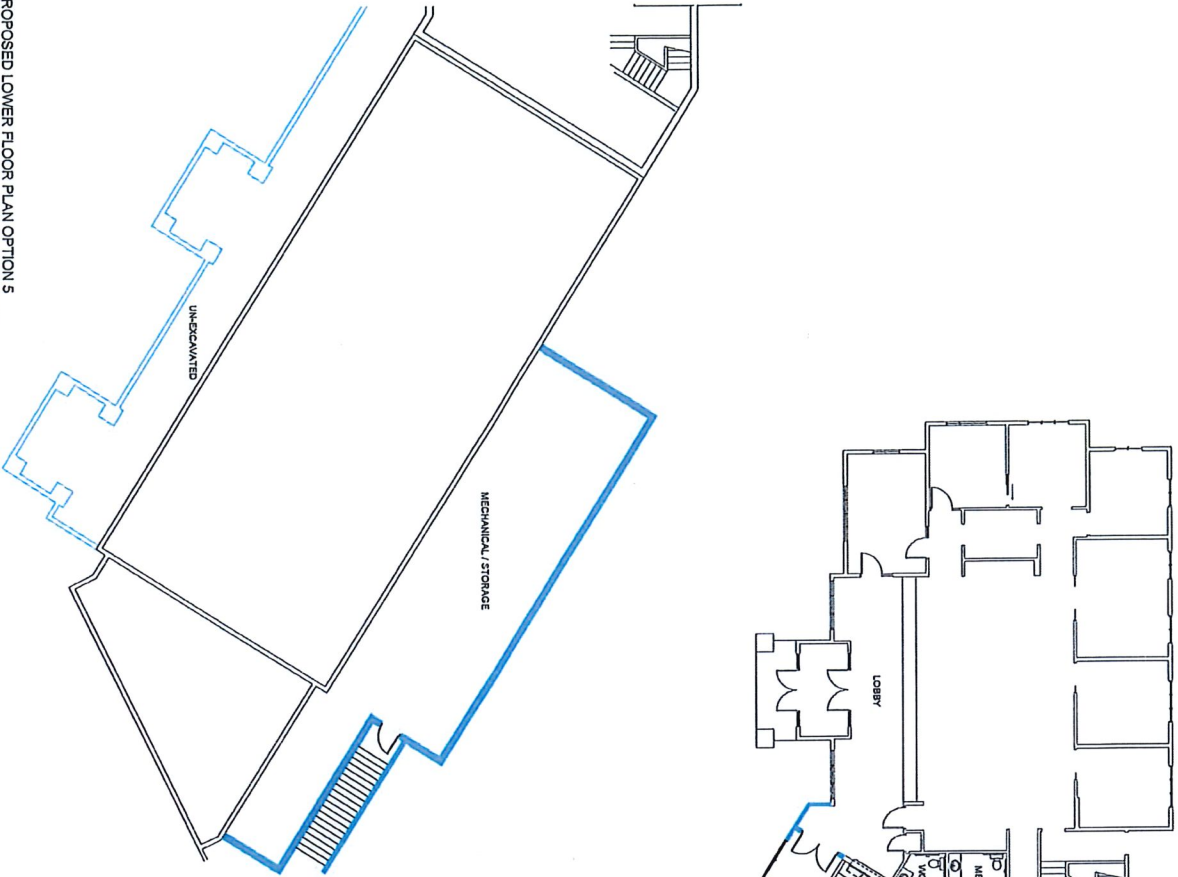


PROPOSED FIRST FLOOR PLAN OPTION 4

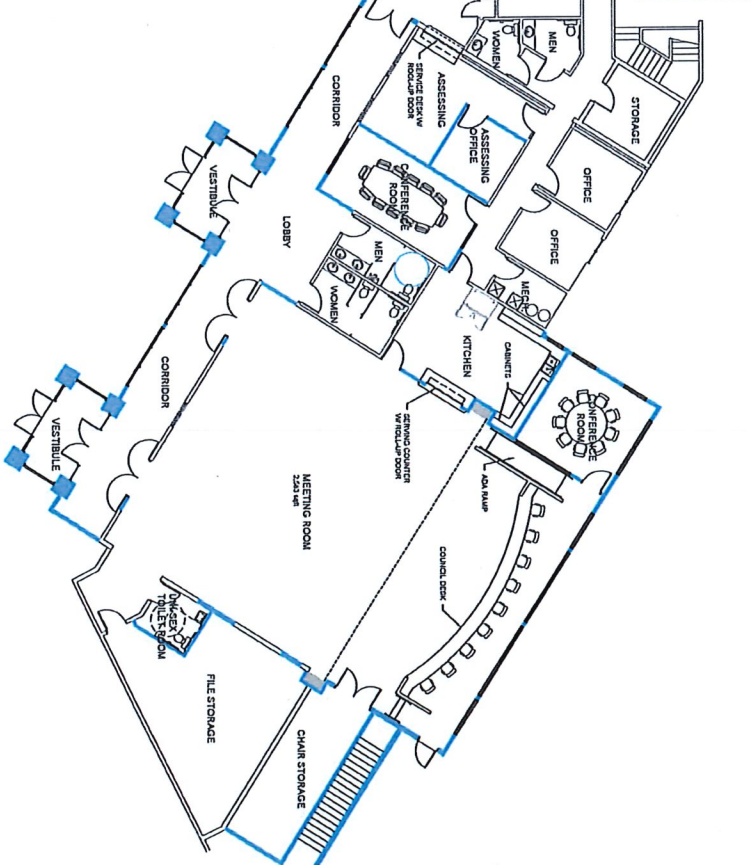
PROJECT NO.	13077502019
DATE	AUGUST 2021
SCALE	1/4" = 10'-0"
SHEET	P4
PROJECT NAME	MISSION TOWNSHIP HALL RENOVATION STUDY
CLIENT	MISSION TOWNSHIP
DESIGNER	SP&P GROUP
DATE	AUGUST 2021
SCALE	1/4" = 10'-0"
SHEET	P4



PROPOSED LOWER FLOOR PLAN OPTION 5
SCALE 1/8" = 1'-0"



PROPOSED FIRST FLOOR PLAN OPTION 5
SCALE 1/8" = 1'-0"



NO.	DESCRIPTION	DATE
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MEMO

To: Marion Township Board
From: Bob Hanvey
Subject: Crystal Wood Trees
Date: January 13, 2022

Attached to this memo are:

Page 12 of the amended consent judgment, paragraph 22 & 23 involve the tree issues.

Page 3 of the Township Board meeting of October 22, 2020, the paragraph CRYSTAL WOOD PAVING has the motion to combine all the Elkow escrow accounts and use the money first for road paving, then trees, with the remainder to be sent to the Water New User Fund.

Page 2 of the Township Board meeting of December 9, 2021, the paragraph CRYSTAL WOOD TREES authorizes six 3" maple trees but did not specify where they should go or who should install them. It also asks for advice from John Gormley on the spruce trees.

I suggest we schedule a special meeting of the Township Board, Township Attorney, and invite board members from the three Crystal Wood Home Owner Association to resolve the tree issue.

MOTORSPORTS GATEWAY

Jordan Dick and Mark Dick were present on behalf of this project. Their intention is to create an “automotive country club” to open in the summer of 2023. They have an option to purchase the property; however, there are REU issues that need to be worked out. Scott Lloyd motioned to postpone discussion on this item until the January 13, 2022 meeting. Les Andersen seconded. **Motion carried.**

HOLIDAY BENEFIT REVIEW

Tammy Beal motioned to accept the proposal to add four days to employees PTO to be used within one year, as presented. Greg Durbin seconded. **Motion carried.**

Tammy Beal said she will update the handbook and bring to a future meeting.

MARION TOWNSHIP SIGN

Les Andersen motioned to have several choice/prices presented at a future meeting. Tammy Beal and Sandy Donovan will work on this item. Tammy Beal seconded. **Motion carried.**

PARK WALKING PATH

Scott Lloyd motioned to table the walking path project until further notice. Sandy Donovan seconded. **Motion carried.**

LAWYER WORKSHOP ON OCTOBER 28, 2021

Les Andersen said that if there are similar future workshops, he would like other board members to be included. The board members discussed illegal non-conforming business and what remedies are available. It was agreed that if future workshops are held, agendas will be posted.

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

TAMARACK PLACE PUD AGREEMENT

John Gormley said he will email this document tomorrow. No further action required at this time.

CRYSTAL WOOD TREES

Les Andersen motioned to approve six 3” maple trees, not to exceed \$1200 each. Bob Hanvey said he doesn't think the size of the spruce trees complies with the consent judgement; John Gormley will review and advise. Bob Hanvey seconded. Roll call vote: Andersen, Durbin, Lowe, Hanvey, Lloyd, Beal, Donovan—all yes. **Motion carried 7-0.**

ZBA REPORT

Dan Lowe reported that one case was scheduled and was postponed for additional information.

OPIOID FUNDING

Greg Durbin motioned to adopt a resolution to file the necessary paperwork to receive funds from the National Opioid Settlement. Tammy Beal seconded. Roll call vote: Hanvey, Lowe, Durbin, Beal, Lloyd, Donovan, Andersen—all yes. **Resolution passed 7-0.**

CORRESPONDENCE & UPDATES

Bob Hanvey updated the board members on the AJR case.

CRYSTAL WOOD PAVING

Bob Hanvey said the contractor sent an email that the project is delayed one week due to weather. Mr. Hanvey said he would like to simplify the process and combine the escrow accounts to pay for paving and trees. Any remaining funds would go to the Water New User account as reimbursement for the water main connection to Foxfire. Dan Lowe motioned to give 25% to the contractor once construction begins, and to approve the proposed changes, as presented. Les Andersen seconded. Roll call vote: Beal, Andersen, Stokes, Durbin, Lowe, Hanvey, Lloyd—all yes. **Motion carried 7-0.**

HEALTH INSURANCE RENEWAL

Tammy Beal said there is a slight increase to continue with the same plan. Les Andersen motioned to accept the renewal package with a 4.93% increase, with a total of \$192,189.48, as presented. Tammy Beal seconded. Roll call vote: Hanvey, Lowe, Durbin, Beal, Lloyd, Stokes, Andersen—all yes. **Motion carried 7-0.**

PARKING LOT

Dan Lowe updated the board on this project. If it's slightly reconfigured, it will add another 8-10 spaces. Duane Stokes motioned to change the parking lot plan and to add a driveway on the north end. Les Andersen seconded. **Motion carried.**

CORRESPONDENCE & UPDATES

The LCRC sent an email that the Peavy Road bridge project has received federal funding, and they anticipate the project to be completed during the 2023 construction season.

Truck-or-Treat has been cancelled for this year.

Tammy Beal reported that she has sent out 4,200 absentee ballots, and 66% have been returned.

Les Andersen said the Burkhardt/Mason project resulted in some new asphalt on Burkhardt Road.

CALL TO THE PUBLIC

No response.

ADJOURNMENT

Les Andersen motioned to adjourn at 8:46 pm. Tammy Beal seconded. **Motion carried.**

Submitted by: S. Longstreet

Tammy L. Beal, Township Clerk Date

Robert W. Hanvey, Township Supervisor Date

22. As it relates to trees depicted on the currently approved site plan, Sterling shall only be required to plant trees on Units 4 and 5 of the new Project.

23. Sterling shall plant 2½ inch to 3 inch diameter deciduous trees along the rear lot lines of proposed site condominium Units 1, 2, 3, 4, and 37 and along the southerly side lot line of proposed site condominium Unit 29, with two trees to be planted on each of said building sites. Sterling shall plant 20 eight foot concolor fir or Norway spruce trees at locations to be determined by the Township.

24. Sterling shall undertake the work necessary to have the storm drains within the proposed Project accepted as public drains; provided such work can be accomplished for \$12,000 or less. If this condition cannot be met, and if excess funds are not available from the road improvement project as addressed in paragraph 25 hereof, or if the storm drains within the Project are not accepted by the Livingston County Drain Commissioner as public drains, then Sterling shall establish the storm drains to the Township specifications required for private storm drains.

25. Notwithstanding any other provision of this First Amended and Restated Consent Judgment to the contrary, if the work required of Sterling for road improvements that are subject to the \$44,000 limit as described in paragraph 16 hereof or the work required of Sterling for drain improvements that are subject to the \$12,000 limit as described in paragraph 24 hereof, can be accomplished for a total of \$56,000 for both improvements, then Sterling shall be obligated to complete both improvements by utilizing money excess to that allocated for one project for the other project.