

MARION TOWNSHIP  
BOARD OF TRUSTEES  
REGULAR MEETING  
Thursday, May 25, 2023  
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

- 1) Approval of Agenda
- 2) Consent Agenda
  - a. May 11, 2023 Regular Meeting Minutes
  - b. May 11, 2023 Closed Session Minutes
  - c. May 16, 2023 HAPRA Agenda/Minutes
  - d. April 2023 HAPRA Participation Report
  - e. May 17, 2023 HAFA Agenda/Minutes
  - f. May 17, 2023 MHOG Agenda/Minutes
  - g. April 2023 Sheriff's Report
- 3) Proposed Budget Amendments
- 4) Roads
- 5) Cemetery Expansion
- 6) Marion Township Walking Path Update
- 7) Marion Township Maintenance/Repair Update
- 8) Correspondence and Updates
- 9) Call to the Public

Adjournment

Reminder: Next Board Packet will be ready after 3pm on Thursday, June 1, 2023.

MARION TOWNSHIP  
BOARD OF TRUSTEES  
REGULAR MEETING  
MAY 11, 2023

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** John Gormley, Attorney; Phil Westmoreland, Spicer

\*\*\*\*\*  
**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBERS PRESENT**

The board members introduced themselves.

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

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

**ROADS**

Tammy Beal motioned to request a contract from the Livingston County Road Commission (LCRC) for Peavy and Kettle Roads, as presented. Scott Lloyd seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Durbin, Andersen, Donovan—all yes. **Motion carried 7-0.**

**MARION TOWNSHIP WALKING PATH UPDATE**

Phil Westmoreland said he will have an estimate on the design cost for the next meeting.

**MARION TOWNSHIP MAINTENANCE UPDATE**

Tammy Beal reported that the committee met with Schafer Construction last week. They discussed putting in a door to the fire hall, and the option of doing a shingle vs. metal roof and bumping out the assembly hall and putting in a dedicated area for the meeting tables. They will be providing the township with cost information.

A recent renter left the stove burner on, left lights on, and put the flags in an area that was difficult to access. Greg Durbin motioned to not return the deposit to the hall renter. Tammy Beal seconded. **Motion carried.**

Sandy Donovan said she's getting mixed signals regarding the building expansion and would like definitive answers. Bob Hanvey said the board needs to identify specific uses for an addition and would like the entire board to agree. Les Andersen said he thought what had been approved was maintenance.

**CORRESPONDENCE & UPDATES**

No response for this agenda item.

**CALL TO THE PUBLIC**

John Wiley, 4363 Hinchey, asked why the township can't use Parker for elections. Dan Lowe said he's been told that we can. Tammy Beal has concerns about security and the nine days of early voting.

Rick Haslock, the cemetery sexton, said the board should start discussion on expanding Harger Cemetery.

Greg Durbin said the board members need to make a decision on the renovations, new sign, and walking path. There hasn't been agreement on any of these items.

**CLOSED SESSION TO DISCUSS ATTORNEY'S OPINION ON REUs**

At 7:56 pm, Sandy Donovan motioned to go into a closed session to discuss the written opinion of our attorney, per MCL 15.268(h) on REU issues because discussion during an open meeting would have a detrimental financial effect on the settlement position of the township. Tammy Beal seconded. Roll call vote—all yeas. **Motion carried 7-0.**

Motion by Les Andersen to come out of closed session at 8:45 pm, supported by Bob Hanvey. Roll call vote-all yeas. **Motion carried 7-0.**

Motion by Sandy Donovan to proceed as discussed with lawyer during closed session, Scott Lloyd supported. **Motion carried.**

**ADJOURNMENT**

Motion to adjourn at 8:47pm by Sandy Donovan, supported by Scott Lloyd. **Motion carried.**

Submitted by: S. Longstreet

\_\_\_\_\_  
Tammy L. Beal, Township Clerk      Date

\_\_\_\_\_  
Robert W. Hanvey, Township Supervisor      Date

# HOWELL recreation

Howell Area Parks & Recreation Authority  
Regular Meeting  
Oceola Community Center  
Tuesday, May 16, 2023, 7:00 p.m.

Call to order

Pledge of Allegiance (all stand)

Call to the Public (for any items not on the agenda)

## Approval- Consent Agenda

1. Regular Board Meeting Minutes dated Tuesday, April 11, 2023
2. Check Register Report Ending April 30, 2023
3. Bank Statements Ending April 30, 2023
4. Financial Reports Ending April 30, 2023

## Approval- Regular Agenda

5. Discussion/Approval- Civic Event Application- Melon Festival
6. Discussion/Approval- Special Liquor License- Melon Festival
7. Discussion/Approval- Financial Policy and Procedures
8. Discussion/Approval- Background Screening Policy
9. Discussion/Approval- Travel Policy
10. Discussion/Approval- Scholarship Policy
11. Discussion/Approval- Identity Theft Policy
12. Events and Programs Report
  - a. Events & programs
    - i. SPARK Fitness
    - ii. Golf Lessons
    - iii. Senior Grant
  - b. Sponsorship & marketing updates
    - i. New Program Guide (May-September)
    - ii. Bob Maxey Ford
13. Preventive Maintenance Report
14. Directors Report
  - a. New Board Member On-Boarding Process
  - b. Stakeholders Meeting



15. Board Member Reports

- i. City of Howell Board Rep:
- ii. Oceola Township Board Rep:
- iii. Marion Township Board Rep:
- iv. Genoa Township Board Rep:
- v. Howell Township Board Rep:

16. Old Business

- a. Credit Card Update

17. New Business

18. Next Meeting: May 16, 2023 @ 7pm Oceola Community Center

19. Adjournment

# HOWELL recreation

## Howell Area Parks & Recreation Authority

Oceola Community Center

Regular Board Meeting Minutes

April 11, 2023

### Call to Order

Chair Sean Dunleavy called the meeting to order at 7:00 pm.

### Attendance

**Board Members:** Chair Sean Dunleavy, Vice Chair Diana Lowe, Secretary Nikolas Hertrich, Treasurer Jean Graham, and Trustee Tammy Beal

**HAPRA Staff:** Director Tim Church, Jen Savage, Kyle Tokan, Jordan Jones, Kevin Troshak

**Public:** None

### Call to the Public

None Present

### Approval of Consent Agenda

Vice Chair Diana Lowe made a motion to approve the consent agenda, supported by Trustee Tammy Beal.

**Motion carried 5 – 0.**

### Approval of Regular Agenda

A motion to approve the regular agenda was made by Vice Chair Diana Lowe, supported by Treasurer Jean Graham. **Motion carried 5 – 0**

### Discussion/Approval – 1<sup>st</sup> Quarter Budget Amendments

Director Church provided a brief summary of the 1<sup>st</sup> Quarter Budget Amendments. Amendments included adjustments needed as a result of prepaids that came over after the completion of the audit and the removal of grants from the budget in the event that they are not awarded. A motion to approve the 1<sup>st</sup> Quarter Budget Amendments was made by Secretary Nikolas Hertrich and supported by Treasurer Jean Graham. **Motion carried 5-0.**

#### **Discussion/Approval – New HAPRA Credit Card**

Director Church informed the Board that issues previously discussed related to the current provider of credit service have been mostly addressed and the importance of access to a credit card to help manage costs associated with festivals and similar events. Various credit card options were provided to the Board for their opinion, Director Church's recommendation was the Capital One Spark Cash Plus card based on HAPRA's needs and potential rewards. Trustee Tammy Beal inquired what Director Church's preference for a claim limit would be. Director Church replied that he does not have a specific limit in mind but was comfortable with a \$10,000.00 limit. Director Church reminded the Board that a separate account will still be established with Lake Trust for renewals and electronic payments. A motion to approve the securing of a Capital One Spark Cash Plus Credit Card with a \$10,000.00 limit was made by Trustee Tammy Beal and supported by Treasurer Jean Graham. **Motion carried 5-0.**

#### **Discussion/Approval – Cash Handling & Payment Policy**

A motion to approve the Cash Handling & Payment Policy as presented was made by Vice Chair Diana Lowe and supported by Trustee Tammy Beal. **Motion carried 5-0.**

#### **Discussion/Approval – Cell Phone Policy**

A motion to approve the Cell Phone Policy as presented was made by Trustee Tammy Beal and supported by Secretary Nikolas Hertrich. **Motion carried 5-0.**

#### **Discussion/Approval – Coaches Voucher Policy**

A motion to approve the presented Coaches Voucher Policy with the elimination of "voucher" from the first sentence was made by Vice Chair Diana Lowe and supported by Trustee Tammy Beal. **Motion carried 5-0.**

#### **Discussion/Approval – Credit Card Policy**

A motion to approve the Credit Card Policy as presented was made by Trustee Tammy Beal and supported by Treasurer Jean Graham. **Motion carried 5-0.**

#### **Discussion/Approval – Inclement Weather Policy**

A motion to approve the Inclement Weather Policy as presented was made by Vice Chair Diana Lowe and supported by Trustee Tammy Beal. **Motion carried 5-0.**

#### **Discussion/Approval – Preschool Policy and Procedures**

Following a brief discussion on the statement "if available" located under the third bullet of Item #3 of the Child Abuse/Neglect Policy a motion to approve the Preschool Policy and Procedures as presented was made by Treasurer Jean Graham and supported by Trustee Tammy Beal. **Motion carried 5-0**

## Discussion/Approval – PTO Policy

A motion to approve the PTO Policy as presented was made by Secretary Nikolas Hertrich and supported by Vice Chair Diana Lowe. **Motion carried 5-0.**

## Events and Programs Report

### a. Events & Programs

- I. A summary of the upcoming Legend of the Ostringo event and Teen Flashlight Egg Hunt was provided. Jordan Jones indicated that the Ostringo Egg Hunt will occur in 30 minute waves at the Ocoala Center soccer field with the participants attempting to collect 12 eggs with each egg having a different value. Kevin Troshak informed the Board that the Teen Flashlight Egg Hunt will start an hour later than it has in the past and that 45 participants have already registered with an additional 10 to 15 expected to drop in. Livingston County Community Alliance Catholic Charities donated \$500.00 for the event.
- II. Jordan Jones provided an update on Melon Fest planning. Bank of Ann Arbor is sponsoring the main stage. A vendor for the stage has been secured however a search for the main act is still ongoing. Various entertainers will be performing during the day with Electrical Red Line as the opening act. Aberrant Ale and the Howell's Mainstreet Winery will both be providing beverages for the event and Grand River will be closed this year. Registration for both the Melon Classic Golf Outing and Melon Ball to be held at Chemung Hills Golf Club are now open.
- III. Jordan Jones introduced the Board to a new fitness challenge. The challenge is a six (6) week program where HAPRA members are placed into teams and paired with coaches. Previous Friday was opening day with 21 participants and two coaches participating.

### b. Sponsorship & Marketing Updates

- I. New logo for the E News which currently has over 10,000 subscribers is being developed.
- II. Bank of Ann Arbor will be sponsoring this year's Melon Fest with a \$15,000.00 donation and Chem Trend will once again sponsor the Melon Run with a \$10,000 donation.
- III. It is time to renew the HAPRA Board Banner. HAPRA Board members pledged \$50.00 each to cover the renewal cost which is due at the end of May.

## Preventative Maintenance Report:

### a. Projects

Director Church and Kyle Tokan informed the Board of upcoming maintenance projects which include painting touchups, placement of chair molding in Room #1, carpet cleaning in June, upcoming repairs to the Genoa Playground, and the replacing of the Bennett Center roof. Repairs recently completed for soccer field drainage appear to have worked.

## Directors Report

### a. Meeting w/ municipalities

Director Church shared with the Board that he has met with Genoa Township representatives regarding bi-law amendments and millage potential. He is still working on scheduling a similar meeting with Marion Township and Howell Township.

### b. Never Forget 5k

HAPRA is working with the Livingston County Veteran Services to put on a 5k in remembrance of September 11<sup>th</sup>. The event will be held on September 16<sup>th</sup>, 2023, at Fillmore Park. The cost is \$25.00 per person and participants will get a shirt and finisher medal.

### c. Senior Survivor

HAPRA is supporting Connor Ford and Team Fordnite for this year's Howell Senior Survivor. Money raised during the event will go towards the purchase of Support Dogs for each of the Howell Public School.

### d. Group Involvements

- I. Catholic Charities: Looking to expand program support for the Special Ministries Program and our Teen Program.
- II. Alzheimer's Association: HAPRA is looking to at being a part of their annual walk on September 30<sup>th</sup>, 2023, which is being moved to downtown Howell because of the Brighton construction. Involvement will help build support and awareness of this disease.
- III. Livingston County Parks and Open Space: Jordan recently participated in a Livingston County Parks and Open Space meeting and Director Church wants to continue to attend to keep parks momentum going.

## Board Member Reports

Secretary Nikolas Hertrich shared with the Board agenda items from the March 27<sup>th</sup>, and April 10<sup>th</sup>, 2023, Howell City Council Meetings which included discussion and approval of multiple civic event applications, approval of representatives to various Boards and Commissions, notice of Intent, Capital Improvement Bonds, City Hall Renovations, Scofield Park and Boat Pass Fee Structure, Community Development Block Grant Funding for the Depot Lot Improvement Project, and an Arbor Day Proclamation.

Chair Sean Dunleavy informed the Board that they are working on the potential for a restroom behind the Oceola Community Center, pickle ball court coordination is ongoing, renovations to Chemung Hills are complete, the Community Center HVAC system is currently working, and the Oceola Township Hall improvements are done.

Trustee Tammy Beal shared with the Board that Marion Township Hall addition got turned down but that the money could now be potentially used for parks, a walking trail, or pickleball courts.

Vice Chair Diana Lowe had no updates for Genoa Township.

Treasurer Jean Graham relayed to the Board that the recently submitted SPARK Grant Applications was for a universal accessible trail.

**Old Business**

None

**New Business**

None

**Next Meeting**

Regularly Scheduled HAPRA Meeting - Tuesday, May 16, 2023, at 7:00 pm at Oceola Community Center

**Adjournment**

Motion to adjourn meeting at 8:11 pm made by Vice Chair Diana Lowe and supported by Trustee Tammy Beal.

**Motion carried 5-0**

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Approved

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Date

Respectfully Submitted by: Nikolas Hertrich, Secretary

**April 2023 HAPRA PARTICIPATION REPORTS**

5/1/2023

**PARTICIPATION TOTALS**

Row Labels	Count of Name
Brighton Township	348
City of Brighton	101
City of Howell	1776
Cohoctah Township	209
Conway Township	67
Deerfield Township	181
Genoa Township	1542
Green Oak Township	94
Hamburg Township	132
Handy Township/Fowlerville	290
Hartland Township	299
Howell Township	1374
Iosco Township	141
Marion Township	1648
Oceola Township	3054
Other Area	675
Pinckney Village	25
Putnam Township	60
Tyrone Township	44
Unadilla Township	23
(blank)	115
<b>Grand Total</b>	<b>12198</b>

**SPECIAL EVENTS**

Row Labels	Count of Name
Brighton Township	105
City of Brighton	23
City of Howell	433
Cohoctah Township	51
Conway Township	16
Deerfield Township	28
Genoa Township	338
Green Oak Township	25
Hamburg Township	42
Handy Township/Fowlerville	81
Hartland Township	55
Howell Township	335
Iosco Township	32
Marion Township	344
Oceola Township	578
Other Area	188
Pinckney Village	6
Putnam Township	22
Tyrone Township	12
Unadilla Township	5
(blank)	5
<b>Grand Total</b>	<b>2724</b>

**50&BEYOND + TRAVEL**

Row Labels	Count of Name
Brighton Township	12
City of Brighton	7
City of Howell	102
Cohoctah Township	6
Conway Township	1
Deerfield Township	12
Genoa Township	111
Green Oak Township	1
Hamburg Township	2
Handy Township/Fowlerville	3
Hartland Township	12
Howell Township	64
Iosco Township	2
Marion Township	90
Oceola Township	248
Other Area	27
Pinckney Village	2
Putnam Township	4
Tyrone Township	1
(blank)	1
<b>Grand Total</b>	<b>708</b>

**YOUTH SERVICES PROGRAMS**

Row Labels	Count of Name
Brighton Township	17
City of Brighton	1
City of Howell	141
Cohoctah Township	8
Conway Township	3
Deerfield Township	8
Genoa Township	94
Green Oak Township	5
Hamburg Township	5
Handy Township/Fowlerville	13
Hartland Township	10
Howell Township	94
Iosco Township	6
Marion Township	115
Oceola Township	165
Other Area	29
Putnam Township	4
Tyrone Township	2
Unadilla Township	2
(blank)	2
<b>Grand Total</b>	<b>724</b>

**SPORTS PROGRAMS**

Row Labels	Count of Name
Brighton Township	36
City of Brighton	11
City of Howell	330
Cohoctah Township	45
Conway Township	9
Deerfield Township	43
Genoa Township	363
Green Oak Township	9
Hamburg Township	7
Handy Township/Fowlerville	57
Hartland Township	43
Howell Township	340
Iosco Township	42
Marion Township	456
Oceola Township	718
Other Area	58
Pinckney Village	3
Putnam Township	9
Tyrone Township	8
Unadilla Township	1
(blank)	4
<b>Grand Total</b>	<b>2592</b>

**FITNESS MEMBERSHIPS & CLASSES**

Row Labels	Count of Name
Brighton Township	28
City of Brighton	7
City of Howell	230
Cohoctah Township	18
Conway Township	7
Deerfield Township	25
Genoa Township	239
Green Oak Township	2
Hamburg Township	8
Handy Township/Fowlerville	6
Hartland Township	41
Howell Township	124
Iosco Township	7
Marion Township	153
Oceola Township	719
Other Area	47
Putnam Township	2
Tyrone Township	4
Unadilla Township	1
(blank)	2
<b>Grand Total</b>	<b>1670</b>



April 2023 HAPRA PARTICIPATION REPORTS

5/2/2023

Facility Usage by Location

Row Labels	Count of Section
Genoa Soccer Complex Field 2	12
Oceola Community Center Court 3	9
Oceola Community Center Main Meeting Room 1	14
Oceola Community Center Meeting Room 2	5
Oceola Community Center Meeting Room 3	2
<b>Grand Total</b>	<b>42</b>

Oceola Community Center Drop-In

City of Howell	80
Oceola Twp	96
Marion Twp	21
Genoa Twp	32
Howell Twp	22
Other	90
Unknown	0
<b>TOTAL</b>	<b>341</b>

Facility Usage by Municipality

Row Labels	Count of Municipalities
City of Brighton	12
City of Howell	6
Howell Township	6
Marion Township	1
Oceola Township	13
Other Area	4
<b>Grand Total</b>	<b>42</b>

Oceola Community Center Tours

City of Howell	1
Oceola Twp	23
Marion Twp	1
Genoa Twp	2
Howell Twp	3
Other	10
Unknown	0
<b>TOTAL</b>	<b>40</b>

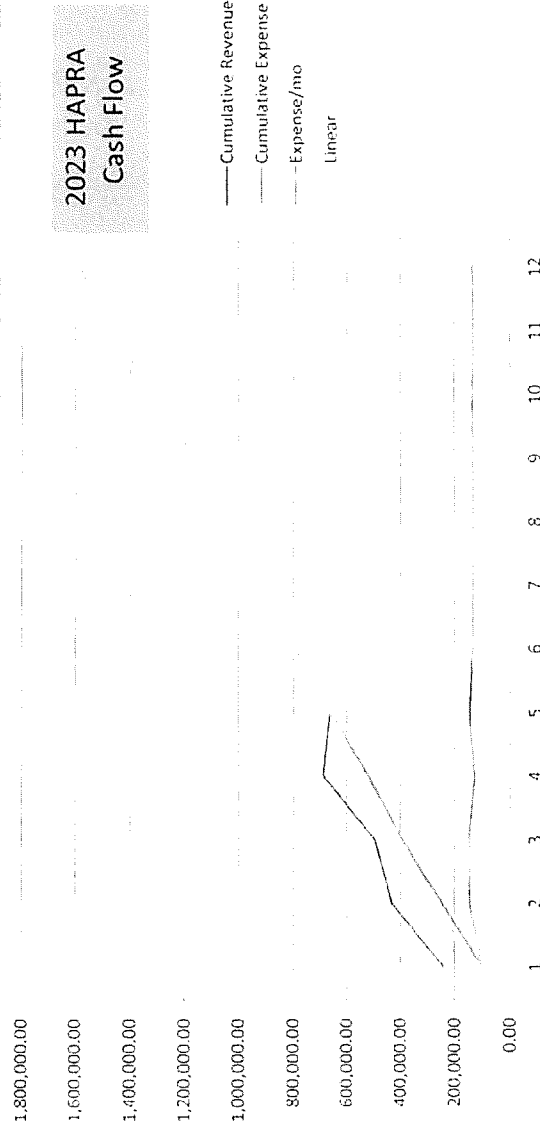
Point of Sale Reports (reported as revenues)

Row Labels	Sum of Total
POS Item: (NON RESIDENT) Community Center Drop-In Pass	590
POS Item: Community Center Drop-In Pass	3175
POS Item: Fitness Class/ Yoga Drop in	220
POS Item: Senior Fitness Class (NON- Senior membe	40
POS Item: Senior Fitness Class (Senior Center Member)	198
<b>Grand Total</b>	<b>4223</b>

Row Labels	Sum of Quantity	Sum of Cash	Sum of Credit/Debit
Admin - Gymnasium Rental	426	1585	725
Sports - Drop-in Fees	216	895	295
Wellness - Memberships	51	175	80
Wellness - Program Fees Fitness	97	290	172
<b>Grand Total</b>	<b>790</b>	<b>2945</b>	<b>1272</b>

Month	1	2	3	4	5	6	7	8	9	10	11	12
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23 Budget
Cumulative Revenue	240,272.89	431,633.10	492,549.47	585,424.05	660,405.97	792,487.17	924,568.36	1,056,649.55	1,188,730.75	1,320,811.94	1,452,893.14	1,584,974.33
Cumulative Expense	99,944.64	243,567.26	390,398.99	514,486.04	660,405.97	792,487.17	924,568.36	1,056,649.55	1,188,730.75	1,320,811.94	1,452,893.14	1,584,974.33
Expense/mo	132,081.19	143,622.62	146,831.73	124,087.05	145,919.93	132,081.19	132,081.19	132,081.19	132,081.19	132,081.19	132,081.19	132,081.19
Linear	15.16%	27.23%	31.08%	43.25%	41.67%	50.00%	58.33%	66.67%	75.00%	83.33%	91.67%	100.00%
Cumulative Revenue %	6.31%	15.37%	24.63%	32.46%	41.67%	50.00%	58.33%	66.67%	75.00%	83.33%	91.67%	100.00%
Cumulative Expense %	140,328.25	188,065.84	102,150.48	170,938.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cumulative Surplus												

Months NOT yet reported so the financial numbers are theoretical based on annual budget



TOTAL PARTICIPATION BY MUNICIPALITY	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
City of Howell	1554	1655	1718	1743	1776	0.1	0.1
% change per month		6.50%	3.81%	1.46%	1.89%	-99.99%	0.00%
Genoa Township	1358	1434	1496	1522	1542	0.1	0.1
% change per month		5.60%	4.32%	1.74%	1.31%	-99.99%	0.00%
Howell Township	1195	1268	1340	1357	1374	0.1	0.1
% change per month		6.11%	5.68%	1.27%	1.25%	-99.99%	0.00%
Manion Township	1438	1538	1611	1631	1648	0.1	0.1
% change per month		6.95%	4.75%	1.24%	1.04%	-99.99%	0.00%
Oceola Township	2711	2870	2972	3027	3054	0.1	0.1
% change per month		5.86%	3.55%	1.85%	0.89%	-100.00%	0.00%

# HOWELL AREA FIRE AUTHORITY AGENDA

Date: May 17, 2023

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., Treasurer

Bob Ellis, City of Howell, Member  
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 April 19, 2023

Call to public (Items not on the agenda)

Discussion/Approval Resolution 03-23: A resolution to request FY 2022-2023 Budget adjustments

Discussion: Follow-up on Website updates for Howell Area Fire Authority

Chief's Comments

- New Rescue 20
- Approve Payment of Bills and Payroll in the amount of \$191,211.08
- New Business

Old Business

Adjournment

**HOWELL AREA FIRE AUTHORITY**

April 19, 2023 – 6:00 pm

Oceola Township Community Center – 1661 N. Latson Rd. Howell, MI 48843

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**Board Members Present:**

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

**Absent:** Treasurer Bob Hanvey

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

**Approve the minutes of the regular meeting of March 15, 2023:** MOTION by Mr. Ellis, SUPPORT by Mr. Coddington to approve the minutes of the regular meeting of March 15, 2023. MOTION CARRIED UNANIMOUSLY.

**Call to Public:** No Response

**Discussion/Approval to purchase Sutphen 75-foot Aerial Ladder in the amount of \$1,437,318.68:** Insurance coverage is provided by Sutphen for the transportation from their location to the Howell Fire Department. MOTION by Mr. Ellis, SUPPORT by Mr. Coddington to purchase the Sutphen 75-foot Aerial Ladder in the amount of \$1,437,318.68. MOTION CARRIED UNANIMOUSLY.

**Discussion/Approval of the 2023/2024 Budget:** Chief Hicks requested that we add 3 Full Time Firefighters at Station 20 for 24 hour shifts. Chief Hicks requested that the Board approve the hire of 1 of those positions immediately as we are losing valuable staff to other departments. Motion for hiring additional 24 hour employee will be made as a separate item. MOTION by Mr. Ellis, SUPPORT by Mr. Fosdick to approve the 2023/2024 Budget. MOTION CARRIED UNANIMOUSLY.

**Discussion/Approval to hire 1 full time employee prior to July 1 and as soon as possible:** MOTION by Mr. Ellis, SUPPORT by Mr. Fosdick to hire 1 full time employee prior to July 1 and as soon as possible. MOTION CARRIED UNANIMOUSLY.

**Discussion/Approval to approve Retiree HSA plan through MERS:** Mr. Fosdick requested that the Board be able to obtain information about the policy from MERS. Deputy Chief Czubenko stated that we will obtain information from MERS as soon as we are able to set up the plan and share it with the Board. MOTION by Mr. Ellis, SUPPORT by Mr. Coddington to approve adding a Retiree HSA plan through MERS. MOTION CARRIED UNANIMOUSLY.

**Discussion-Follow-up on website updates for Howell Area Fire Authority:** Deputy Chief Czubenko reported that we are working on updates and resolving some issues with links on the page.

**Approve payment of Bills and Payroll:** MOTION by Mr. Coddington, SUPPORT by Mr. Fosdick to authorize payment of Bills and Payroll in the amount of \$326,635.11. MOTION CARRIED UNANIMOUSLY.

**Adjourn:** MOTION by Mr. Ellis, SUPPORT by Mr. Fosdick to adjourn the meeting at 6:27pm. MOTION CARRIED UNANIMOUSLY.

HAFA Mtg. Minutes  
April 19, 2023  
Page 2

Respectfully Submitted: \_\_\_\_\_  
Laura Walker, Asst. Secretary/Treasurer

Approved By: \_\_\_\_\_  
Mark Fosdick, Secretary



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## MONTHLY UPDATE TO THE BOARD

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**TO:** HOWELL AREA FIRE AUTHORITY BOARD OF DIRECTORS  
**FROM:** RON HICKS, FIRE CHIEF  
**SUBJECT:** MONTHLY HAFD REPORT FOR APRIL 2023  
**DATE:** MAY 17, 2023

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During the month of April, the HAFD responded to a total of 142 calls for service. There were 152 calls in April of 2022. The total year-to-date runs for 2023 are 580. Last year's total at the end of April was 618.

Some of the more significant events for the month included:

On April 10th, Howell Firefighters were dispatched to a reported traffic accident in the 600 block of Marr Rd in Howell Township. Upon arrival crews reported a car vs tree with a working fire and (2) patients on the ground requiring medical attention. Crews extinguished the fire and assisted with patient care.

On April 11th, Howell Firefighters were dispatched for a motorcycle vs van in the 1400 block of N. Michigan Ave. in the City of Howell. Upon arrival crews reported (1) patient on the ground and requested a landing zone for a helicopter. Crews set up the landing zone and assisted with patient care and packaging.

On April 15th, Howell Firefighters were dispatched for a reported structure fire in the 5000 block of Fern Road in Oceola Township. Upon arrival units reported a well involved barn fire. The barn and contents were a total loss. Hartland Fire assisted with fire ground operations and water supply.

On April 22nd, Howell Firefighters were dispatched for a reported structure fire in the 2000 block of Norton Road in Marion Township. Upon arrival crews reported a working fire in a detached 2-car garage. The garage and contents were a total loss. The owner advised that he was charging RC batteries in the area of origin.

On April 22<sup>nd</sup> Howell firefighters were dispatched to a male subject that had his hand crushed in a press in the 1400 block of McPherson Park drive in the City of Howell. Upon arrival crews reported they had (1) patient on a walkway approximately 30ft off the floor and requested the tech rescue team. The patient was packaged and loaded into a stokes basket. Using the stairs and a rope rigging system, the patient was lowered to ground level for transport to Ann Arbor.

Training for the month of April consisted of Survival Flight landing zones, large area search and defensive tactics.

**Next meeting of the Howell Area Fire Authority Board is scheduled for Wednesday May 17th, 2023, 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](mailto:firemarshal@howellfire.net)

**DATE:** May 10, 2023  
**TO:** Chief Ron Hicks  
Fire Authority Board  
**FROM:** Jamil Czubenko, Deputy Chief/Fire Marshal  
**REF:** April 2023 Month End

The month of April 2023 was busy in the Fire Marshal Division (FMD).

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

Planning and meetings continue for the 2023 Michigan Challenge Balloonfest, scheduled for June 23-25. The FD is part of the safety plan for the launches, fireworks, the balloon glow and the overall festival site. Planning continues for the 63<sup>rd</sup> Annual Howell Melon Festival, scheduled for August 18-20.

The FD continues to share our safety messages and keeping our customers informed. Our Facebook page has 5,082 current followers. Our Instagram currently has 863 followers where similar messages and images are shared to promote our department.

Food trucks have begun to show up throughout our area and several food truck/trailer events have already been planned for throughout our jurisdiction, where the FMD will be performing fire safety inspections. Mobile Food Vendors (MFV) apply to the HAFD to be inspected for compliance. Our first event was scheduled for the DDA Food Truck Tuesdays on May 9.

The FMD has been involved with buyers and sellers of property for vacant property and existing buildings throughout our jurisdiction. A few proposals for projects have been submitted for review and comment. New and renovation construction, along with change of occupancy inspections have continued where we can continue to utilize safe practices for us and our customers.

Our Smoke Detector Program visited 8 homes, where we evaluated and/or installed new equipment.

May 2023 brings us more planning for future projects and various fire prevention events.

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2023-0558	551 - Assist police or other governmental agency	04/22/2023	116 E WASHINGTON ST	BR20,STA20
2023-0565	357 - Extrication of victim(s) from machinery	04/22/2023	1480 MCPHERSON PARK DR	BR20,C-202,EN20,FM2,R20
2023-0566	611 - Dispatched & cancelled en route	04/22/2023	999 E CLINTON ST	EN20,STA20
2023-0567	551 - Assist police or other governmental agency	04/23/2023	999 E CLINTON ST	BR20,STA20
2023-0569	322 - Motor vehicle accident with injuries	04/23/2023	949 S MICHIGAN AVE	C-2,CH20,EN20,STA20
2023-0575	551 - Assist police or other governmental agency	04/26/2023	301 CATRELL DR	C-202,CH20,STA20
2023-0585	311 - Medical assist, assist EMS crew	04/28/2023	1317 W HIGHLAND RD	BR20,STA20

Total # Incidents for HOWELL CITY:

44

**ZONE: HOWELL TWP - HOWELL Twp**

2023-0449	551 - Assist police or other governmental agency	04/01/2023	1776 BYRON RD	CPT20,EN20,LT203,STA20
2023-0451	311 - Medical assist, assist EMS crew	04/01/2023	1131 WILLOW LN	BR20,LT203,STA20
2023-0455	551 - Assist police or other governmental agency	04/03/2023	379 SUNBURY DR	BR20,BR24,STA20,STA24
2023-0457	551 - Assist police or other governmental agency	04/03/2023	383 HENDERSON RD	BR20,CH20,STA20
2023-0479	551 - Assist police or other governmental agency	04/08/2023	3883 OAK GROVE RD	BR20,BR24,STA20,STA24
2023-0487	551 - Assist police or other governmental agency	04/09/2023	1397 N BURKHART RD	BR20
2023-0494	322 - Motor vehicle accident with injuries	04/10/2023	609 W MARR RD	BR24,C-202,CH20,EN24,STA20,TA22
2023-0509	551 - Assist police or other governmental agency	04/13/2023	1458 STEEPLECHASE CT	BR20,C-202,STA20
2023-0510	551 - Assist police or other governmental agency	04/13/2023	1333 W GRAND RIVER AVE	BR20,STA20
2023-0513	551 - Assist police or other governmental agency	04/13/2023	1333 W GRAND RIVER AVE	BR20,LT203,STA20
2023-0514	311 - Medical assist, assist EMS crew	04/13/2023	3225 W MARR RD	BR24,LT24
2023-0518	631 - Authorized controlled burning	04/14/2023	4999 W ALLEN RD	BR20,BR24,C-202,STA24,U21
2023-0538	745 - Alarm system activation, no fire - unintentional	04/16/2023	1045 DURANT DR	CH20,STA20
2023-0559	311 - Medical assist, assist EMS crew	04/22/2023	3705 W GRAND RIVER	BR20,STA20
2023-0577	551 - Assist police or other governmental agency	04/26/2023	5467 BRADBURY DR	BR20,C-202,STA20
2023-0582	715 - Local alarm system, malicious false alarm	04/28/2023	1045 DURANT DR	FM2
2023-0586	311 - Medical assist, assist EMS crew	04/28/2023	3003 W GRAND RIVER	EN20,STA20
2023-0592	743 - Smoke detector activation, no fire - unintentional	04/30/2023	674 OLDE ENGLISH CIR	CH20,EN20

Total # Incidents for HOWELL TWP:

18

**ZONE: MARION - MARION Twp**

2023-0458	322 - Motor vehicle accident with injuries	04/03/2023	1 E COON LAKE RD	BR23,C-202,CH23,EN23,STA20,STA23
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Only REVIEWED incidents included. Archived Zones cannot be unarchived.





INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2023-0463	551 - Assist police or other governmental agency	04/04/2023	4243 SUNDANCE MDWS	BR20,BR23,CH23
2023-0470	311 - Medical assist, assist EMS crew	04/05/2023	2370 KURI LN	BR23,CH23,CPT20,CP T23,STA20,STA23
2023-0474	611 - Dispatched & cancelled en route	04/06/2023	2800 SANITORIUM RD	C-2,STA20
2023-0481	551 - Assist police or other governmental agency	04/08/2023	4075 JEWELL RD	BR20,BR23,CPT23,LT2 3,STA20,STA23
2023-0511	141 - Forest, woods or wildland fire	04/13/2023	1997 HIDDEN VALLEY DR	BR20,BR23,CH23,STA2 0
2023-0515	600 - Good intent call, other	04/14/2023	144 SCHROEDER PARK DR	C-2,C- 202,EN20,EN22,EN23, EN24,STA20,STA22,ST A24
2023-0516	622 - No incident found on arrival at dispatch address	04/14/2023	1089 WEST OAKS DR	BR23,STA20
2023-0525	611 - Dispatched & cancelled en route	04/15/2023	168 KEDDLE RD	CH22
2023-0531	745 - Alarm system activation, no fire - unintentional	04/16/2023	205 FRANCIS RD	EN20,STA20
2023-0532	445 - Arcing, shorted electrical equipment	04/16/2023	918 FRANCIS RD	BR20,CPT20,LT202,ST A20
2023-0533	745 - Alarm system activation, no fire - unintentional	04/16/2023	205 FRANCIS RD	CPT20,STA20
2023-0534	745 - Alarm system activation, no fire - unintentional	04/16/2023	205 FRANCIS RD	CH20,LT202,STA20
2023-0535	444 - Power line down	04/16/2023	1069 FRANCIS RD	CH20,STA20
2023-0539	445 - Arcing, shorted electrical equipment	04/16/2023	1377 MORNING MIST DR	CH20,STA20
2023-0544	736 - CO detector activation due to malfunction	04/18/2023	5150 EDWARD JAMES DR	EN23,STA20,STA23
2023-0545	412 - Gas leak (natural gas or LPG)	04/18/2023	5782 ROWLAND PINE CT	CPT23,EN23,STA20,ST A23
2023-0546	365 - Watercraft rescue	04/18/2023	4400 CEDAR LAKE RD	BR23,CPT23,STA20,ST A23
2023-0549	311 - Medical assist, assist EMS crew	04/19/2023	4243 SUNDANCE MDWS	BR23,STA20,STA23
2023-0561	111 - Building fire	04/22/2023	2725 NORTON RD	C- 202,EN20,EN22,EN23, EN24,FM2,R20,TA22
2023-0563	311 - Medical assist, assist EMS crew	04/22/2023	242 SLIDER AVE	BR20,STA20
2023-0574	631 - Authorized controlled burning	04/24/2023	2333 PHEASANT RUN RD	BR23,CH23,CPT23,STA 20,STA23
2023-0578	550 - Public service assistance, other	04/27/2023	1366 E COON LAKE RD	BR23
2023-0580	311 - Medical assist, assist EMS crew	04/27/2023	4895 WINDING WAY DR	BR23,CH23,CPT23,STA 20,STA23
2023-0581	551 - Assist police or other governmental agency	04/27/2023	1 W DAVIS RD	BR23,CPT23,STA23
2023-0584	444 - Power line down	04/28/2023	117 AMOS RD	BR20,STA20
2023-0587	743 - Smoke detector activation, no fire - unintentional	04/29/2023	980 PEAVY RD	EN20,STA20
2023-0588	600 - Good intent call, other	04/29/2023	2877 W COON LAKE RD	CH23,EN20,EN23,STA2 0,STA23
2023-0590	445 - Arcing, shorted electrical equipment	04/30/2023	3290 NORTON RD	BR20,STA20

Total # Incidents for MARION:

29

Only REVIEWED incidents included. Archived Zones cannot be unarchived.



emergencyreporting.com  
Doc Id: 380  
Page # 4 of 6

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

## System Operational Report



For

May 17<sup>th</sup>, 2023

**MHOG Water Authority Meeting**

**May 17, 2023 at 5 p.m.**

**Agenda**

- 1. Approval of minutes**
- 2. Call to Public**
- 3. Reports**
  - **Staff: (Greg Tatara)**
  - **Treasurer (Robin Hunt)**
  - **Engineer (Gary Markstrom)**
  - **CPA (Ken Palka)**
- 4. New Business**
  - **Correspondences**
- 5. Old Business**
- 6. Adjournment**



# Marion Howell Oceola Genoa

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## WATER AUTHORITY

### MHOG Water Authority Meeting

#### Minutes

The Marion, Howell, Oceola, Genoa Water Authority met on April 19, 2023 at 5 PM. Members present were Bamber, Coddington, Rogers, Counts, Hunt, Henshaw, and Lowe.

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The meeting was called to order by Vice Chairman Rogers

A call to the public was held.

Motion by Hunt to approve the minutes of April 19, 2023 as submitted. Second by Henshaw, motion carries.

Motion by Hunt to approve a quote from UIS for Well house and PRV upgrade for \$12, 595. Second by Counts, motion carries.

Motion by Henshaw to approve sand and stone for a 6" pad for a material storage area not to exceed \$10,595. Second by Coddington, motion carries.

Motion by Counts to approve General Treasury checks PR814 through 9488 totaling \$224, 806.71. Second by Henshaw, motion carries.

Motion by Henshaw to approve MHOG Connection Fees Fund checks 1029 and 1030 totaling \$501,200.00. Second by Coddington, motion carries.

Motion by Henshaw to adjourn. Second by Coddington, motion carries.

Robert Henshaw  
Acting Secretary for William J. Bamber



# MHOG Utility Department

2911 Dorr Road  
Brighton, MI 48116  
810-227-5225  
[www.mhog.org](http://www.mhog.org)

May 12, 2023

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

**Subject: M.H.O.G. – May 2023 Staff Report to the MHOG Board**

Dear Board Members;

The MHOG System operated well over the past month. The front cover picture shows operators working on improvements to the plant grounds for material storage. Following is a summary of the major activity since the previous meeting.

- New development continued to progress over the past month. Following are some key highlights:
  1. Water Main installation for the St. Joe Mercy Hospital Expansion is ongoing. There have been a number of questions and a few re-design considerations that required input from Tt and MHOG Staff. In addition, modifications including installation of in-serta valves and line stops have been implemented. Granger appears to be trying to adapt to the existing site conditions and Hospital Operation.
  2. Highland Knolls completed their water main for the multi-story unit building. Bac-t testing was performed by distribution operators. They are nearing completion on a couple of units, so we are hopeful they complete punch list items so we can issue meters.
  3. We did receive additional escrow deposits to cover construction inspection at Union at Oak Grove. They are beginning service installation in the rear of the property. Also, they are nearing completion of some buildings, but have not asked for meters or for a walk through. We need to at least inspect and improve a segment of the development before issuing meters.
  4. We have received all the as-built information for Marion Oaks. It is on our, Tt, and Giffles Webster's end now to have GIS updated, create the plan sheet overlays, and wrap up construction books.
  5. We responded to a leak for the new connections on old water main in Westbury. After Stante excavated the main, we determined it was ponded water from roof drains that was flowing under the asphalt and coming up at the curb interface. We did not find a leak associated with any of the work completed by Stante.
  6. We witnessed the live tap for the water main for the service to the new Panda Express on Latson Road. It took quite a while due to difficulty finding the water



main. It was approximately 15 feet from the as-builts and we helped the contractor locate the main. We did mark up the plans with new measurements upon finding the main.

- We have a meeting on May 16<sup>th</sup> with our website consultant on developing a survey for residents to document their service material. In addition, our summer intern started and is documenting from lead sheets and shop drawings materials that were used.
- We had a couple of different service leaks this past month. On Frances Road, a customer called at 9pm on Thursday April 27<sup>th</sup> about a leak, that he said had been going on for two weeks. It was significant so D'Angelo Construction came out Friday morning to repair it. We had to use our Vactor as well to keep up with the saturated water. The service was nearly severed due to the time that it was leaking. We also replaced the customer's meter to fully flush the line and also to avoid problems in the future from sand.
- On Beck Road, we had a water service leak on the corporation saddle for the line that was utility accepted in November of 2021. It was unfortunately out of warranty. Since no one was connected, we were able to shut down the main to reduce water loss while we waited for parts to arrive. Leidel excavating repaired this leak along with excavation of another lot that had water. Upon excavation of that lot and turning water back on, we did not see a leak, and rationalized that it was likely related to the leak further west and the water traveled through the soil loosened by the direction drilling of the water main. Since it was directionally drilled, the depth of the pipe (~17 feet deep) made the repair more difficult.
- As mentioned in the introduction, operators have been working on material storage improvements. Operators performed the excavation and forming for concrete for the planned gravel and sand storage. In addition, areas were excavated for the gasoline tank and exterior table and bench on the plant grounds.
- Tetra Tech has completed data analysis for what constitutes an average daily use. For normal domestic service, MHOG's current 218 GPD is valid. However, when irrigation is factored in, the average home uses 320 GPD. We are asking the board to consider increasing the water REU for residential development to assist in proper design as well as possibly collect an increased tap fee to fund improvements in the MHOG system directly related to irrigation demand. We will review these proposed changes and pros and cons with the Board.
- On May 3, 2023 we took bids to clean the Hometown Tower in Marion Township and Trans West Tower in Howell Township. We only received two bids, with the low bid being Fedawa. We have used Fedawa in the past and found their work acceptable. Presented in the report is the bid tabulation and recommendation letter from Nelson. The question is the rate for touch up painting,

as Fedawa was higher. However, we do not feel that will be significant given the condition of the towers.

- The Deputy report provides April flow and production data, water loss data, and MISS DIG utility locating information. In addition, there is a quotation from UIS to purchase a new flow meter tube for Butler Road Booster as well as description and pictures of work done to clean and polish the floors at the plant.
- Ken Palka will be present at the meeting to distribute and review the 6 Month Budget to Actual report for MHOG and the Year End DPW Budget Report for the fiscal year ending March 31, 2023.

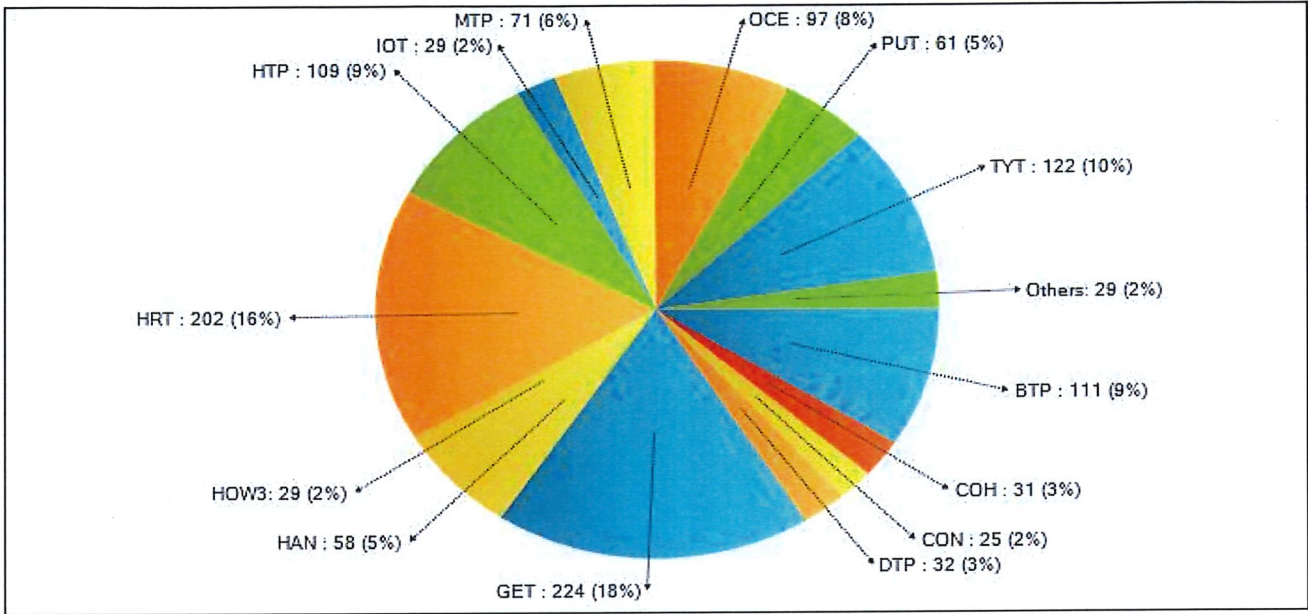
We look forward to discussing the contents of the report in detail with the Board at the regular meeting on May 17<sup>th</sup>, 2023.

Sincerely,

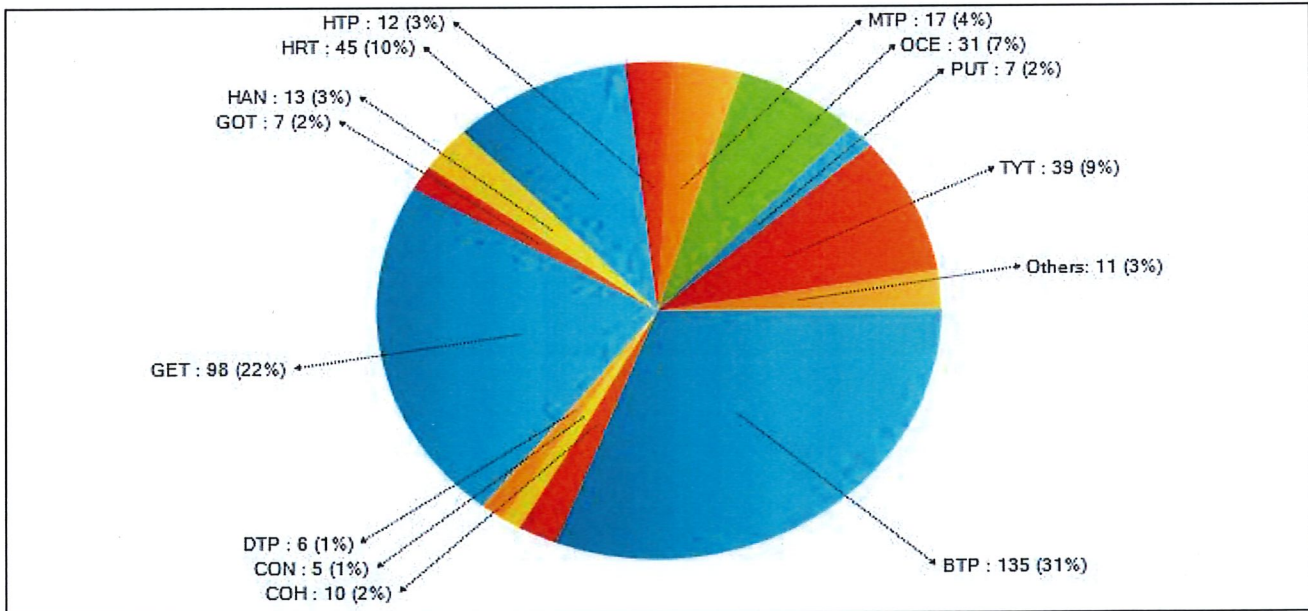


Greg Tatara  
Utility Director

LIVINGSTON COUNTY SHERIFF'S OFFICE  
 APRIL 2023 CALLS FOR SERVICE



MICHIGAN STATE POLICE  
 APRIL 2023 CALLS FOR SERVICE





# MARION TOWNSHIP

<u>MONTH</u>	<u>CALLS FOR SERVICE</u>	<u>TICKETS WRITTEN</u>	<u>ARRESTS</u>
JANUARY	54	13	2
FEBRUARY	70	14	4
MARCH	71	14	0
APRIL	71	7	3
MAY			
JUNE			
JULY			
AUGUST			
SEPTEMBER			
OCTOBER			
NOVEMBER			
DECEMBER			
YTD TOTALS:	266	48	9

**LIVINGSTON COUNTY SHERIFF'S OFFICE  
MARION TOWNSHIP APRIL 2023**

Nature	# Events
ABANDONED VEHICLE	1
ALARM	9
ANIMAL COMPLAINT	2
CARDIAC/RESPIRATORY ARREST	1
CITIZEN ASSIST	8
DISTURBANCE/TROUBLE	1
DOMESTIC VERBAL	2
FRAUD	2
HAZARD	3
HIT AND RUN ACCIDENT	2
INTIMIDATION THREATS HARASSMEN	3
MISSING PERSON/RUN-A-WAY	1
NOISE COMPLAINTS	2
PARK/TRAF COMP	1
PATROL INFORMATION	1
PDA	8
PERSONAL INJURY ACCIDENT	1
PIREF (REFUSE EMS)	1
SUICIDAL SUBJECT	2
SUSPICIOUS PERSON	3
SUSPICIOUS SITUATION	5
SUSPICIOUS VEHICLE	2
TRESSPASSING, LOITERING	2
UNKNOWN MEDICAL PROBLEM	2
VIN INSPECTION	1
WELFARE CHECK	5
<b>TOTAL:</b>	<b>71</b>

April 2023

TOWNSHIP	NUMBER OF CALLS		RESPONSE TIME		NUMBER OF CALLS		RESPONSE TIME	
	3:00PM - 11:00PM	11:00PM - 3:00PM	3:00PM - 11:00PM	11:00PM - 3:00PM	11:00PM - 3:00PM	11:00PM - 3:00PM	TOTAL	
BRIGHTON	44	67	26:37	29:29	67	29:29	111	
COHOCTAH	10	22	25:53	37:42	22	37:42	32	
CONWAY	8	17	1:29:06	46:04	17	46:04	25	
DEERFIELD	17	15	21:16	40:47	15	40:47	32	
GENOA	81	143	25:30	27:04	143	27:04	224	
HANDY	27	31	29:10	33:01	31	33:01	58	
HARTLAND	78	124	33:41	36:56	124	36:56	202	
HOWELL	44	64	24:15	28:53	64	28:53	108	
IOSCO	12	17	27:58	54:40	17	54:40	29	
MARION	36	35	32:12	22:06	35	22:06	71	
OCEOLA	40	57	29:23	30:44	57	30:44	97	
PUTNAM	30	31	18:47	37:40	31	37:40	61	
TYRONE	83	39	13:50	36:46	39	36:46	122	

MEMO

To: Marion Township Board  
From: Bob Hanvey  
Subject: Proposed Budget Amendments  
Date: May 25, 2023

Attached are two pages of proposed budget amendments for the current fiscal year (July 1, 2022 – June 30, 2023).

Some of these were previously proposed in general without specific amounts. There were some previously proposed with amounts that exceeded the actual expenditures for the fiscal year so they are not included here.

The attached proposed amendments, if approved, will replace previous amendments. Some of the attached amendments replace the previously approved amendments because the previously approved amounts were less than actual expenditures.

The amendments for the Water and Sewer REUs (Howell City – Highland Property) net out to zero so they have no impact on our fund balance.

General Fund Budget Amendments for Fiscal Year July 1, 2022 - June 30, 2023  
Proposed at Regular Board Meeting May 25, 2023

<b>Revenue</b>	<b>Year-to- Date</b>	<b>Approved Budget</b>	<b>Proposed Amended Budget</b>
477-002 · AT&T VIDEO FRANCHISE FEES	11,513.59	12,000.00	11,000.00
490-001 · SPECIAL USE PERMIT	0.00	200.00	0.00
491-001 · LAND USE PERMITS	5,775.00	10,000.00	5,500.00
<b>Expense</b>	<b>Year-to- Date</b>	<b>Approved Budget</b>	<b>Proposed Amended Budget</b>
<b>101-000 · TOWNSHIP BOARD</b>			
101-860 · MILEAGE	54.27	150.00	200.00
101-955 · MISCELLANEOUS	99.58	50.00	200.00
<b>215-000 · CLERK</b>			
215-860 · MILEAGE	675.84	500.00	800.00
215-955 · MISCELLANEOUS	91.44		100.00
<b>253-000 · TREASURER</b>			
253-860 · MILEAGE	1,153.44	600.00	1,500.00
<b>257-000 · ASSESSOR</b>			
257-702 · FIELD/PREP WORK FOR ASSESSOR	10,523.67	10,000.00	12,000.00
257-791 · DUES & MEMBERSHIPS	860.00	800.00	1,000.00
257-860 · MILEAGE	1,235.61	1,500.00	1,750.00
257-910 · TRAINING AND SEMINARS	1,051.01	800.00	1,200.00
<b>262-000 · ELECTIONS</b>			
262-710 · PAYROLL SERVICES - ELEC. INSPEC	153.40	0.00	200.00
262-750 · SUPPLIES	4,637.55	1,000.00	5,000.00
262-860 · MILEAGE	146.27	150.00	250.00
262-955 · MISCELLANEOUS	1,845.00	1,500.00	2,000.00
262-958 · ELECTION SECURITY SUPPLIES	1,429.23	0.00	1,500.00
262-960 · SPLITTING PRECINCTS	26.00	0.00	50.00

**266-000 · ATTORNEY**

266-806 · SPECIAL ATTORNEY - SOLAR	13,526.40	0.00	15,000.00
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**270-000 · PAYROLL**

270-704 · MISC Stipend	35,526.00	30,000.00	40,000.00
270-709 · EMPLOYER PAID - FICA & MEDICARE	39,539.68	40,000.00	45,000.00
270-726 · HRA CARD EMPLOYER Contribution	3,000.00	0.00	3,000.00

**276-000 · TOWNSHIP-GENERAL**

276-753 · TRASH REMOVAL	914.39	500.00	2,000.00
276-809 · BANK CHARGES	362.88	200.00	500.00
276-850 · TELEPHONE	7,594.47	8,000.00	8,500.00
276-851 · POSTAGE	3,820.92	2,200.00	4,500.00
276-860 · MILEAGE	274.12	250.00	400.00
276-955 · MISCELLANEOUS	221.70	100.00	300.00
277-804 · Planner/Consultant	2,390.20	0.00	2,500.00

**450-000 · ROADS**

450-967 · ROAD MAINTENANCE	99,254.98	150,000.00	650,000.00
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**536-000 · PUBLIC WORKS**

536-855 · WATER-SEWER REU - HIGHLAND PURCHASE	1,263,045.28	0.00	1,263,045.28
536-855 · WATER-SEWER REU - HIGHLAND REFUND	-1,263,045.28	0.00	-1,263,045.28

**567-000 · CEMETERY**

567-995 · TRANS TO CEMETERY FUND	15,000.00	5,000.00	15,000.00
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**701-000 · PLANNING COMMISSION**

701-705 · RECORDING SECRETARY	2,287.50	1,500.00	3,000.00
701-801 · ATTORNEY	337.05	0.00	400.00
701-804 · PLANNER	9,480.00	6,000.00	11,000.00
701-900 · PRINTING & PUB.	207.50	150.00	300.00

**702-000 · ZONING ADMINISTRATOR**

702-910 · TRAINING AND SEMINARS	181.00	0.00	300.00
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**703-000 · ZONING BOARD OF APPEALS**

703-801 · ATTORNEY	1,059.30	0.00	1,200.00
703-910 · TRAINING SEMINARS	0.00	150.00	500.00

**971-000 · EQUIPMENT & LAND**

971-975 · FURNITURE & FIXTURES	2,659.00	0.00	3,000.00
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# PROJECT AGREEMENT

JOB NUMBER: \_\_\_\_\_

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by and between the TOWNSHIP of MARION Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

## WITNESSETH

The Township has selected the following road to be improved as described below:

COON LAKE ROAD  
D-19 TO TOWNSHIP LINE  
DOUBLE CHIP SEAL WITH A FOG SEAL,  
ALTOGETHER WITH THE NECESSARY RELATED WORK

The parties agree as follows:

1. The Engineer's Opinion of Probable Cost is \$70,000. The Township shall pay the Road Commission 50% of the cost of the project not to exceed \$35,000. The remaining balance will be paid by the Livingston County Road Commission.
  - A. The balance shall be paid promptly as invoiced.
  - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
  - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The work will be completed within the current contract year, unless the parties otherwise so agree.
4. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date and year first above written.

TOWNSHIP OF MARION

BY: \_\_\_\_\_  
BOB HANVEY, SUPERVISOR

\_\_\_\_\_  
TAMMY BEAL, CLERK

BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF LIVINGSTON

BY: \_\_\_\_\_  
STEVEN J. WASYLK, MANAGING DIRECTOR

\_\_\_\_\_  
SARAH NEWTON, DIRECTOR OF FINANCE



# PROJECT AGREEMENT

JOB NUMBER: 489.12.5125BV

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by and between the TOWNSHIP of MARION, Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

## WITNESSETH

The Township has selected the following road to be improved as described below:

KEDDLE ROAD  
(FROM D-19 TO PEAVY ROAD)  
APPROXIMATELY 2,500 FEET  
GRAVEL RESURFACING, AND TREE WORK  
ALTOGETHER WITH THE NECESSARY RELATED WORK

The parties agree as follows:

1. The Township shall pay the Road Commission 100% of the cost of the project, as follows: \$50,000.
  - A. The balance shall be paid promptly as invoiced.
  - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
  - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The work will be completed within the current contract year, unless the parties otherwise so agree.
4. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date and year first above written.

TOWNSHIP OF MARION

BY: \_\_\_\_\_  
ROBERT W. HANVEY, SUPERVISOR

\_\_\_\_\_  
TAMMY L. BEAL, CLERK

BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF LIVINGSTON

BY: \_\_\_\_\_  
STEVEN J. WASYLK, MANAGING DIRECTOR

\_\_\_\_\_  
SARAH R. NEWTON, DIRECTOR OF FINANCE

# PROJECT AGREEMENT

JOB NUMBER: 489.12.5126BV

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by and between the TOWNSHIP of MARION, Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

## WITNESSETH

The Township has selected the following road to be improved as described below:

PEAVY ROAD  
(FROM KEDDLE ROAD TO END OF PAVEMENT)  
APPROXIMATELY 3,679 FEET  
GRAVEL RESURFACING, AND TREE WORK  
ALTOGETHER WITH THE NECESSARY RELATED WORK

The parties agree as follows:

1. The Township shall pay the Road Commission 100% of the cost of the project, as follows: \$75,000.
  - A. The balance shall be paid promptly as invoiced.
  - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
  - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The work will be completed within the current contract year, unless the parties otherwise so agree.
4. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date and year first above written.

TOWNSHIP OF MARION

BY: \_\_\_\_\_  
ROBERT W. HANVEY, SUPERVISOR

\_\_\_\_\_  
TAMMY L. BEAL, CLERK

BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF LIVINGSTON

BY: \_\_\_\_\_  
STEVEN J. WASYLK, MANAGING DIRECTOR

\_\_\_\_\_  
SARAH R. NEWTON, DIRECTOR OF FINANCE



# LIVINGSTON COUNTY HEALTH DEPARTMENT

2300 East Grand River Avenue, Suite 102

Howell, Michigan 48843-7578

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

## PERSONAL/PREVENTIVE HEALTH SERVICES

P: (517) 546-9850

F: (517) 546-6995

## ENVIRONMENTAL HEALTH SERVICES

P: (517) 546-9858

F: (517) 546-9853

### APPLICATION/REVIEW FOR APPROVAL OF CEMETERY

NEW

EXPANSION

Name of Cemetery		Total Acreage & No. of Lots	Township/Section
Name of Owner (Religious, Municipality, etc;)		Name of Applicant	
Address of Cemetery		Address of Applicant	
Mailing Address of Owner	Telephone Number of Applicant		
Telephone Number of Owner	Applicant's Affiliation with the Owner		

**Description of Proposed Cemetery:** (Please indicate as to whether cemetery is family-owned, privately-owned or publicly-owned. Also, indicate as to whether municipal or onsite water and/or sewage supplies are available.)

\_\_\_\_\_

\_\_\_\_\_

The following must be included with this application for approval of a new cemetery:

- Two copies of a plat showing proposed location of the cemetery and numbered lots, property/legal description, topography, soil information, and signature and seal of a registered land surveyor. In addition to the plat, an accurately dimensioned site plan showing the site, existing and proposed structures, locations of roads, steep slopes, surface water, wetlands, wells and septic systems, including those on neighboring properties within 100 feet of any boundary point of the cemetery, shall be required. *Note: Plat must be recorded with the Register of Deeds upon approval.*
- A copy of township approval showing land use.
- The name and address of the individual responsible for record keeping.

The undersigned, being duly authorized, certifies the statements, depictions, and dimensions herein contained and attached are true and correct and further acknowledges that he/she is the property owner or is acting as an authorized representative on behalf of the property owner. Any deviation from submitted project plans or description will void Health Department approval. *Submittal of incomplete or inaccurate information may result in non-approval without further review.*

Signature \_\_\_\_\_

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

#### FOR OFFICE USE ONLY

Initial Site Visit: Yes  No

Date of Visit: \_\_\_\_\_

Soil Evaluation: Yes  No

Amount \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Cemetery Plat Review Fee:

Amount \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Well Description (size, location): \_\_\_\_\_

Onsite Sewage Disposal - General Conditions: \_\_\_\_\_

General Comments: \_\_\_\_\_

Sanitarian: \_\_\_\_\_

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

CEMETERY PLAT REVIEW:

APPROVED

NOT APPROVED



Livingston County Department of Public Health

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Environmental Health Division

# Cemetery Guidelines

October, 2002

**LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH  
CEMETERY GUIDELINES**

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**APPENDICES**

APPENDIX A	Minimum Site Criteria & Isolation Distances
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## **I. GENERAL INFORMATION**

### **A. Regulatory Information**

1. Statutory authority for the regulation of cemeteries can be found in Act 251 of the Public Acts of 1968, as amended (referred to as the “Cemetery Regulation Act”). The Act requires the Cemetery Commissioner to audit cemetery trust funds, approve cemetery ownership changes, investigate applications for new cemeteries, and investigate complaints from the public regarding cemeteries. Cemeteries owned and operated by a municipality, church or religious institution are exempt from the Act.
2. Under the Michigan Public Health Code (MCL 333.1101 - 333.25211) Sections 333.2441 and 333.2458, local health departments have the authority to promulgate their own regulations for human and animal cemeteries that safeguard public health, prevent the spread of disease and prevent sources of contamination.
3. The governing body of any city or county may by ordinance prescribe such standards governing burial, inurnment, and entombment and such standards of maintenance for cemeteries, mausoleums and columbariums, as it shall determine to be reasonably necessary in order to: protect the public health or safety; assure decent and respectful treatment of human remains; and, prevent offensive deterioration of cemetery grounds, structures, and places of interment. Such standards may be made applicable to every public and private cemetery within the city or county.
4. The responsibility for maintenance and operation of cemeteries rests with the board of trustees of the municipality or private corporation that owns the cemetery and not with the local health department. The cemetery business operations (trust funds, records, etc.) may be subject to state law. Churches, municipalities, and religious institutions that may be exempt from some state laws must still obtain local health department approval of the site, premise, and the plat of the record.
5. Any individual may establish a “family cemetery”, which is defined as “a private burial ground for use of families or descendants for purposes of interment of members of such families or descendants and for no other purpose.” A “family cemetery” must meet the requirements of local zoning and the public health department review. Applicants shall be advised of possible future problems of land sale and of the necessity of legally vacating the cemetery at that time.



## **II. ESTABLISHING CEMENTERIES**

### **A. Minimum Site Criteria**

1. Minimum site criteria shall be enforced to ensure proper cemetery function and prevent the floating of caskets, assure expeditious burial in all weather conditions, and eliminate the potential problem of “holding” a body until it can be buried.
2. A minimum of six (6) feet shall be required to the seasonal high water table. Under no circumstances shall a site with a high water table (i.e., less than 6 feet below ground surface) be considered suitable for a new cemetery.
3. Site soil conditions shall be suitable. A soil evaluation shall be performed in order to determine soil suitability (at least two test holes per acre). The soil evaluation shall be at least 6 feet deep and shall identify soil characteristics, such as depth, profile and structure. The soil evaluation shall also identify depth to groundwater or bedrock, if encountered. Soil profile evaluations shall confirm the existence of suitable soils throughout the proposed cemetery. For new cemeteries, well-drained loamy sands are the best soils for favorable decomposition and good decay product attenuation.
4. Construction of cemeteries will not be allowed in environmentally sensitive areas, such as: floodplains, swamps, wetlands, ravines, steep slopes, or drainage areas to rivers, lakes or other waterways.
5. Depth of burial is limited by site conditions and the ability to safely excavate. A minimum depth of burial shall include at least four (4) feet of cover. This distance may be decreased at the discretion of the Health Officer.
6. No burials shall lie at the cemetery boundary. A buffer zone of at least 25 feet shall be required along the cemetery boundary. A fence shall also surround the cemetery area.
7. Deep-rooted native trees and shrubs should be preserved and planted, particularly in the buffer zones, to allow for the absorption of decay products and to further protect water resources.
8. There is no minimum lot size for gravesites. However, for a “family cemetery”, the size must not exceed 1 acre of land.
9. Every gravesite should have a vault or metal casket. Vaults and metal caskets aide to minimize settling problems, as well as further protect water resources.
10. Cremated remains need not be buried. Ashes may be scattered, stored or saved.

**B. Required Isolation Distances**

1. Cemetery shall be at least 100 feet from surface waters.
2. Cemetery shall be located above the 100-year floodplain.
3. Burials shall be at least 75 feet from potable water wells. This distance may be increased at the discretion of the health officer and whenever conditions warrant.
4. For cemetery locations within the vicinity of municipal or irrigation water supplies, the Health Officer shall ensure proper distances are maintained from the cemetery boundaries to the well-head protection areas and groundwater recharge zones in order to sufficiently protect these areas.

**C. Required Fees and Documentation**

1. Approval for the construction of the cemetery must first be determined. A site visit with both the Livingston County Department of Public Health and the consulting engineer must first be conducted prior to plans being prepared. A soil evaluation, as discussed in Section A above, shall be performed in order to determine soil and site suitability. A soil evaluation fee (based on the current LCDPH Fee Schedule), which includes an evaluation for 3 soil boring locations, will be required for a new cemetery construction. Additional soil borings may be required at the Health Officer's discretion.
2. An application form for a cemetery plat review shall be filed with the Livingston County Department of Public Health and an associated fee (based on the current LCDPH Fee Schedule) shall be paid prior to the construction of the proposed cemetery.
3. The proprietor of a proposed cemetery shall submit two copies of a recorded survey with the location of the plat to the Livingston County Department of Public Health for review and approval. The plat should include the following:
  - a. Property (legal) description and location of numbered lots;
  - b. Topography;
  - c. Soils information; and,
  - d. Signature and seal of a registered land surveyor.

Upon approval, one copy of the plat shall be returned to the proprietor and the second copy shall be retained and preserved by the Livingston County Department of Public Health.

4. The approved plat shall be recorded with the Register of Deeds and must meet the zoning/land use requirements of the local township.
5. The Livingston County Department of Public Health shall reject the proposed cemetery if a threat to the public health or safety exists.
6. The owner of the cemetery shall be required to maintain records of burial dates and locations.

### **III. DISINTERMENTS AND VACATING CEMENTERIES**

#### **A. General**

1. Excavations uncovering old bones (human and/or animal) are not considered public health problems and should be addressed by the local police authority. If the police investigation reveals the find to be of possible historic importance, the Michigan Historical Commission shall be notified.
2. If a cemetery is to be vacated, a circuit court order is required and the Michigan Historical Commission shall be contacted. The local health department shall supervise the actual disinterment and reinterment of bodies and remains (MCL 333.2458).
3. The Health Officer must approve any disinterment or reinterment requests (MCL 333.2853). A fee may be charged for disinterment or reinterment requests. The affidavit for interment or burial must be signed by a licensed funeral director and specify surviving relatives. If the required signatures cannot be obtained, the licensed funeral director shall be advised to obtain a circuit court order.

#### **B. Special Situations**

1. Special rules exist for transportation of disinterred bodies and for the bodies of those who have expired from specified contagious diseases.
2. Bodies donated for teaching or research require embalming for preservation and cremation for final disposition, unless the body is claimed by relatives through the funeral director.
3. Burial of dead animals (regulated by Michigan Department of Agriculture) must occur within 24 hours and must be buried at a minimum of four (4) feet below ground surface and adhere to the minimum site criteria and isolation distances identified in Section II.

**APPENDIX A**

Minimum Site Criteria  
for Cemetery Establishment

## MINIMUM SITE CRITERIA FOR CEMETERY ESTABLISHMENT

Where a new cemetery is proposed, the following criteria will apply:

1. Approval for the construction of the cemetery must first be determined. A site visit with both the LCDPH and the consulting engineer must first be conducted prior to plans being prepared.
2. A soil evaluation must be performed in order to determine soil suitability (at least two test holes per acre). Soil conditions shall be light and well-drained (i.e., loamy sands).
3. Cemetery must be located above the 100-year floodplain.
4. Sites with a high water table will not be allowed for a new cemetery. Minimum depth to seasonal high water table of 6 feet shall be required.
5. Sites with environmental sensitive areas (i.e., floodplains, swamps, wetlands, creek drainage areas) are not suitable for new cemeteries.
6. Isolation distances shall minimize any possible impact to surface water or potable water wells. New cemeteries shall maintain the minimum distances listed in the table below.

Feature	To Cemetery (feet)
Potable Water Wells	75
Surface Waters	100

7. Minimum depth of burial shall include as least 4 feet of cover.
8. There is no minimum lot size for gravesites. However, for a "family cemetery", the size must not exceed 1 acre of land.
9. Every gravesite should have a vault or metal casket. Vaults and metal caskets aide to minimize settling problems, as well as further protect water resources
10. No burials shall lie at the cemetery boundary. A buffer zone of at least 25 feet shall be required along the cemetery boundary. Deep rooted trees shall be preserved and planted within the buffer zones. A fence shall be required around the cemetery area.
11. The proprietor of a proposed cemetery shall submit two copies of a recorded survey with the location of the plat to LCDPH for review and approval. A fee of \$100.00 shall be submitted to LCDPH for a cemetery plat review. The plat should include the following:
  - a. Property (legal) description and location of numbered lots;
  - b. Topography;
  - c. Soils information; and,
  - d. Signature and seal of a registered land surveyor.
12. The approved plat shall be recorded with the Register of Deeds and must meet the zoning/land use requirements of the local township. Documentation must be provided to LCDPH to verify this action has been completed.



May 18, 2022

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

RE: Marion Township Hall Walking Path  
Marion Township, MI  
Letter Agreement for Professional Services

Mr. Hanvey

Per your request, this document contains Spicer Group's proposal to you for Marion Township Hall Walking Path in Marion Township.

### **Background**

Marion Township would like to add a path west of the Marion Township Hall around the existing disc golf course. The path this proposed to 1 mile in length and includes 8-foot wide trail and signage.

### **Scope of Basic Professional Services**

Spicer Group's scope of professional services for this project follows. This proposal will remain valid for 60 days.

#### **I. Design Phase**

During the Design Phase we will develop plans and specifications for the pavilion and path improvements. More specifically, we will:

- A. Meet with the Township to kick-off the project.
- B. Design a new accessible 8-foot wide paved path, approximately 1 mile in length.
- C. Determine the grading and drainage requirements for proper drainage for the new improvements.
- D. Develop a Soil Erosion and Sedimentation Control Plan meeting the requirements of the County.
- E. Update the preliminary estimate of cost for the project.
- F. Seek input on the project from the Township at approximately 50% and 90% completion.
- G. Incorporate feedback and review comments into the project.
- H. Submit a final set of plans, bid documents and preliminary estimate of cost to the Township.

#### **II. Bidding Phase**

During the bidding phase we will assist you with the bidding process including:

- A. Provide plans and bidding documents for availability online. We will produce paper sets of plans and bidding documents to bidders if needed.
- B. Prepare the advertisement.
- C. Answer any questions from contractors preparing their bids.
- D. Issue addenda if required.
- E. Open bids with you.

**III. Construction Administration**

During the Construction Administration phase, we will assist you with the following tasks:

- A. Prepare a tabulation of the bids received and prepare a letter of recommendation of award to the Township.
- B. Prepare contracts and circulate for signatures.
- C. Make periodic site visits to observe and inspect the construction process. These will average one to two times per week, but will occur as needed depending on what is happening on the job site. For example, during paving, there is usually an inspector on-site full time.
- D. Provide construction staking.
- E. Provide compaction testing.
- F. Approve the progress payments and prepare any change orders necessary for the project.
- G. Attend a final walk through of the project and develop the final construction punch list.
- H. Review contract closeout.

**V. Topographical Survey Phase:**

This phase of the project will gather data needed to properly design the project and will include the following tasks:

- A. Research existing area for existing plans, control points, benchmarks, survey notes, intersection, right of way information, utilities and other pertinent information.
- B. Set up necessary data for field crews to perform data collection.
- C. Establish control in the form of NAD83 State Plane Coordinates (horizontal) and NAVD88 datum (vertical) by the use of GPS.
- D. Establish control in the form of NAD83 State Plane Coordinates (horizontal) and NAVD88 datum (vertical) by the use of GPS.
- E. Process all GPS and topographic data into base drawing to be used for the design.
- F. Perform a boundary survey, including research of the property, field work to locate and place property irons, and developing drawings for a formal boundary survey.

**Additional Services**

Additional services related to this project will be furnished by us after you authorize the work. Additional services will require a Contract Amendment to be approved and signed by Marion Township prior to the start of any additional work.

**Fee Schedule**

Our proposed fee schedule follows. We will submit monthly invoices to you for our basic professional services, any additional authorized services, and any reimbursable expenses. The following is based on our standard hourly rates with the amount to be as follows:

1.	Design Phase: A lump sum in the amount of	\$ 33,500
2.	Bidding Assistance Phase: A lump sum in the amount of	\$ 3,000
3.	Construction Administration: A lump sum in the amount of	\$ 12,000
4.	Topographical Survey Phase: A lump sum in the amount of	<u>\$ 16,500</u>
	<b>Total:</b>	<b>\$ 65,000</b>

We have calculated these fees based on our understanding of what you want us to do and what you have told us. Should we approach the amount of the fee for any reason before we are finished with the work, if the scope changes or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.

If the Owner chooses to terminate or suspend this Agreement for any reason, work will stop, and the Owner will be liable for services rendered and expenses incurred up to that point and not for the entire cost of the fee schedule.

Attached to this letter is a copy of our general conditions for our services which are part of this agreement. Any changes to this agreement must be agreed to by both of us in writing.



May 18, 2023  
Page 4 of 4

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return the enclosed copy to us. We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



Philip A. Westmoreland, P.E.  
Principal  
Phone: 517-375-9449  
mailto: philaw@spicergroup.com

**SPICER GROUP, INC**  
125 Helle Blvd, Suite 2  
Dundee, MI 48131

---

Above proposal accepted and approved  
by Owner.

MARION TOWNSHIP

By: \_\_\_\_\_  
Authorized Signature

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

Cc: SGI File 134529PR2023



**Chenard & Osborn, Inc.**

P.O. Box 410  
Bath, MI 48808  
PH: (517) 641-8899  
FX: (517) 772-5900  
dbuck@c-and-o.com

**Recap by Category with Depreciation**

<b>O&amp;P Items</b>	<b>RCV</b>	<b>Deprec.</b>	<b>ACV</b>
CLEANING	190.20		190.20
GENERAL DEMOLITION	753.60		753.60
DOORS	4,915.00	1,228.75	3,686.25
DRYWALL	372.90	31.68	341.22
FLOOR COVERING - VINYL	10.40		10.40
FINISH CARPENTRY / TRIMWORK	465.54	107.04	358.50
FRAMING & ROUGH CARPENTRY	1,726.58	13.48	1,713.10
INSULATION	266.56	11.88	254.68
LIGHT FIXTURES	184.16		184.16
PAINTING	2,459.91	639.44	1,820.47
SIDING	1,576.18	78.20	1,497.98
<b>O&amp;P Items Subtotal</b>	<b>12,921.03</b>	<b>2,110.47</b>	<b>10,810.56</b>
Overhead	1,292.14		1,292.14
Profit	1,292.14		1,292.14
<b>Total</b>	<b>15,505.31</b>	<b>2,110.47</b>	<b>13,394.84</b>

Marion Township Hall Door Repair  
 Marion Township  
 Preliminary Budget Summary  
 March 24, 2023



Description	Estimated Cost	Comments
Onsite Supervision & Labor	\$ 2,000	
General Conditions	1,250	
Demolition & Removals	2,250	Remove Door, Frame, and Adjacent Drywall
Doors, Frames & Hardware	4,250	New 4' Hollow Metal Door, Frame and Hardware
Siding Replacement	1,750	Replace (2) Sheets of T-111 Siding
Interior Carpentry	3,750	Replace Damaged Drywall and Install New Door and Frame
Painting	1,250	Door, Frame, Walls & Siding to Nearest Corner
Floor Covering Allowance	750	Replace/Repair Base and Flooring
Structural Repair Allowance	2,500	TBD Pending Removal of Finishes
Overhead & Insurance Reimbursement	Inc. in Rates	
Construction Contingency	1,000	
Subtotal Cost:	\$ 22,750	
Construction Manager Fee:	2,000	
Preliminary Repairs Cost:	<u>\$ 24,750</u>	