

MARION TOWNSHIP  
BOARD OF TRUSTEES  
REGULAR VIRTUAL MEETING  
Thursday, April 23 2020  
7:30 p.m.

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

- 1) Approval of Agenda
- 2) Consent Agenda
  - a. Approval of March 12, 2020 Regular Meeting Minutes
  - b. Approval of April 7, 2020 Special Meeting Minutes
  - c. Approval of April 9, 2020 Regular Meeting Minutes
  - d. March 30, 2020 HAPRA Meeting Minutes
  - e. April 15, 2020 MHOG Agenda/Minutes
  - f. April 15, 2020 HAFA Minutes/Agenda
  - g. March 2020 Financial Report
  - h. 3<sup>rd</sup> Quarter Investment Report
- 3) 2020-2021 HAFA Budget
- 4) HAFA Articles of Incorporation
- 5) Late Fees for Sewer Usage Bills
- 6) July 1, 2020-June 30, 2021 Tax Allocation
- 7) Township Roads
- 8) Township Parking Lot

Correspondence and Updates

Call to the Public  
Adjournment

Reminder: Next Board Packet will be ready after 3pm on Thursday, May 7, 2020

Proposed policy for voting when meetings are conducted electronically.

In keeping with the spirit of Governor Witmer's Executive Order 2020-48 1. (i), and an attempt to facilitate the progress of the meeting, motions will be passed by unanimous consent rather than roll call votes. After a motion is made and seconded, and members have had an opportunity for discussion, the Supervisor will ask if there are any objections. If there are no objections the Supervisor will declare the motion passed by unanimous consent. If any member of the Township Board objects to the motion or makes a request for a roll call vote, a roll call vote will be taken.

EO 2048 1. (i) During a meeting of a public body held electronically, members of the public body are urged to take all votes by roll call **to avoid any questions about how each member of the public body votes.**

**MARION TOWNSHIP  
BOARD OF TRUSTEES  
REGULAR MEETING  
MARCH 12, 2020**

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Phil Westmoreland, Spicer

\*\*\*\*\*

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBERS PRESENT**

The board members introduced themselves.

**CALL TO THE PUBLIC**

Nancy and Roger Lyke introduced themselves and said their daughter, Kristina Lyke (R), who is running for election to the U.S. House to represent Michigan's 8th Congressional District in the August 4<sup>th</sup> primary

**APPROVAL OF AGENDA**

Items #9—Engine Braking, #10—Esper Lease, #11—Crystalwood Roads, and #12—Site Plan Landscaping were added to the agenda. Duane Stokes motioned to approve the agenda as amended. Les Andersen seconded. **Motion carried.**

**CONSENT AGENDA**

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

**HOWELL SEWER REPRESENTATIVES**

The board members reviewed the current draft of the proposed agreement; Dennis Perkins, attorney for the City of Howell, will incorporate the changes and provide the board with a final draft for review and approval at the next meeting. The Howell City Council will vote on March 23. Bob Hanvey has asked the township attorney to review and comment by Monday, March 16.

Mike Arens, CIRAB representative, Erv Suida and Mike Spidler from the City of Howell were present to answer any questions the board members may have. Mr. Arens said the existing agreement doesn't mention non-capacity related improvements and the essence of the new agreement is the cost sharing. A spreadsheet showing the break down of costs and an amortization schedule were passed out.

Dan Lowe asked about the life span of these improvements; Mr. Ahrens said not less than the bond payment schedule.

## GENERAL FUND BUDGET TO ACTUAL REPORT

Bob Hanvey passed out the budget to actual report; line item 6446-806—Road Maintenance will need to be changed. He will update and present at the next meeting.

## DUST CONTROL BIDS

Les Andersen motioned to select Chloride Solutions for 2020 dust control and authorize the clerk to sign the contract. Scott Lloyd seconded. Motion carried. Tammy Beal will talk with Tim Johnson about testing the product that's being used.

## ROADS

An email between Phil Westmoreland and Jodie Tedesco of the LCRC was included in the packet. The plan is for maintenance on Burkhart Road in 2021. The estimate for wedge and overlay and base repair on Schafer Road is \$450,000, with the LCRC contributing 30%, up to \$100,000. Dan Lowe said he would rather fix the bad spots and chip seal it. Mr. Westmoreland estimated the cost for that to be about \$165,000.

Dan Lowe motioned to patch the bad areas and have two chip seal applications on Schafer Road. Scott Lloyd seconded. Discussion: Les Andersen said he would vote no because the board already approved the wedge and overlay. Tammy Beal asked how long the wedge and overlay would last; Mr. Westmoreland estimated 10 years. Roll call vote: Lowe—yes; Lloyd—yes; Beal—no; Hanvey—yes; Durbin—yes; Andersen—no; Stokes—no. **Motion carried 4-3.**

Scott Lloyd said the township should consider gravel for some of the dirt roads. Tammy Beal suggested Cedar Lake Road south of Coon Lake Road, Francis and/or Keddle. Dan Lowe asked the status of fixing the hill on Cedar Lake Road near Love's Creek; Mr. Westmoreland said he's finalizing the estimate.

## PARKING LOT REPAIR

Phil Westmoreland will provide the board with estimates for this project. Dan Lowe suggested that he and Phil shoot the grades to figure out where the water's going.

## HALL PAINTING

Les Andersen motioned to accept the bid from Beal Painting for \$1875. Scott Lloyd seconded. Roll call vote: Stokes, Durbin, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Motion carried 7-0.**

## ENGINE BRAKING

A proposed sign is included in the packet. Mr. Hanvey said the sheriff's department has said the township would need a contract with them for enforcement, not just for engine braking, but any nuisance-related situations. The cost is \$65 per hour with a four-hour minimum.

Les Andersen motioned to approve funds for the signs, as presented, and Bob Hanvey and Greg Durbin will meet with the enforcement people for additional information. Dan Lowe seconded. Roll call vote: Beal, Andersen, Lowe, Durbin, Stokes, Hanvey, Lloyd—all yes. **Motion carried 7-0.**

## ESPER LEASE

Greg Durbin motioned to authorize this agreement with the same provisions as last year if the property is not purchased. Duane Stokes seconded. Discussion: Les Andersen said it should be clear that the township and/or buyer will not pay for crop damages. **Motion carried.**

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

## CRYSTALWOOD ROADS

There is a meeting scheduled for the Crystalwood HOA on April 1, 7 pm at the township hall, to discuss public versus private roads and SAD options. The Crystalwood Estates HOA can either have the company doing Rick Elkow's roads do the work, get bids on their own or the Township engineer can prepare a bid packet and advertise for bids.

## SITE PLAN LANDSCAPING

Dan Lowe said no one is checking the landscape plans on the township's behalf; for example, Crystalwood and Mugg and Bopps. He said the eight-foot trees should have been planted in Crystalwood in 2000; he feels that they should now have to plant 12 ft. trees. He also said the berms in Marion Oaks should be done before any building takes place, and certificates of occupancy should be withheld until the landscaping is done or an adequate amount is deposited in an escrow account. Bob Hanvey said he will discuss with the attorney and Bill Rogers to see how Genoa Township handles similar issues.

## CORRESPONDENCE & UPDATES

The June trial date for the wedding barn situation has been postponed for 90 days.

Tammy Beal provided results from the March 10 election.

## CALL TO THE PUBLIC

Bruce Powelson, 3466 Pingree, said he feels that the clerk should have abstained from voting on the hall painting item.

## ADJOURNMENT

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

Submitted by: S. Longstreet

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

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

**MARION TOWNSHIP  
BOARD OF TRUSTEES  
SPECIAL ELECTRONIC MEETING  
APRIL 7, 2020**

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Phil Westmoreland, Spicer; Dave Hamann, Zoning Administrator

\*\*\*\*\*

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBERS PRESENT**

The board members introduced themselves.

**CALL TO THE PUBLIC**

No response.

**APPROVAL OF AGENDA**

Tammy Beal motioned to approve the agenda. Greg Durbin seconded. Roll call vote: Stokes, Durbin, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Motion carried 7-0.**

**CEDAR LAKE ROAD ESTIMATE**

Phil Westmoreland on behalf of Spicer Group to discuss the proposal for professional engineering services related to site distance from Love's Creek Drive, south along Cedar Lake Road. Spicer's recommendation is to break the project into two phases. Phase I would be the survey and site distance analysis, estimated cost \$13,000, and Phase II would be design with an estimated cost of \$17,000.

Greg Durbin asked if any research had been done said he would like to see some research on any accident reports at that intersection. Mr. Westmoreland said he hadn't, but he could get that information. Scott Lloyd asked how much of this would be useful if the road were to be paved in the future. Mr. Westmoreland said it depends on the time gap. Mr. Lloyd asked what a rough estimate might be; Mr. Westmoreland said \$200,000-300,000 would be realistic, although it could be as low as \$150,000 if there's nothing too drastic that needs to be done, such as retaining walls, etc. Mr. Hanvey asked if this would include repairing the approach on Love's Creek; Mr. Westmoreland said yes. Tammy Beal asked whether an easement would be necessary; Mr. Westmoreland said he's trying to work around that.

Mr. Hanvey asked if there would be constraints from the Livingston County Road Commission; Mr. Westmoreland said the township would need a permit from them, subject to their standards, and a discussion will probably be necessary regarding the type of aggregate used. Mr. Hanvey asked if the LCRC would use their inspectors; Mr. Westmoreland said their staff usually does the construction engineering.

Dan Lowe said the township should investigate whether it met the standards when it was built and feels the LCRC should share the cost of repairs. Mr. Westmoreland said the township could have that discussion with the

LCRC, and it would be more impactful if one or more of the board members participated. Mr. Hanvey will check to see when the parcels were created. Les Andersen said he believes it was created between 1968 and 1971.

Greg Durbin motioned to research when Love's Creek was constructed and determine what engineering standards were in place at the time. Tammy Beal seconded. Roll call vote: Beal, Andersen, Stokes, Durbin, Lowe, Hanvey, Lloyd—all yes. **Motion carried 7-0.**

**CALL TO THE PUBLIC**

No response.

**ADJOURNMENT**

Les Andersen motioned to adjourn at 8 pm. Greg Durbin seconded. **Motion carried.**

Submitted by: S. Longstreet

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

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

MARION TOWNSHIP  
BOARD OF TRUSTEES  
REGULAR ELECTRONIC MEETING  
APRIL 9, 2020

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Phil Westmoreland, Spicer; Dave Hamann, Zoning Administrator

\*\*\*\*\*

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBERS PRESENT**

The board members introduced themselves.

**CALL TO THE PUBLIC**

No response.

**APPROVAL OF AGENDA**

Les Andersen motioned to approve the agenda. Greg Durbin seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Durbin, Andersen, Stokes—all yes. **Motion carried 7-0.**

**HOWELL WASTEWATER TREATMENT PLANT AGREEMENT**

Les Andersen motioned to adopt a resolution to approve the Howell Wastewater Treatment Plant Agreement. Scott Lloyd seconded. Roll call vote: Beal, Andersen, Stokes, Durbin, Lowe, Hanvey, Lloyd—all yes. **Resolution passed 7-0.**

Erv Suida thanked the township board for partnering with the City of Howell, and also thanked Spicer and Mike Arens for their work on this project. Scott Lloyd motioned to adopt a resolution to authorize the clerk and supervisor to sign the agreement. Les Andersen seconded. Roll call vote: Hanvey, Lowe, Durbin, Beal, Lloyd, Stokes, Andersen—all yes. **Resolution passed 7-0.**

**GORSKI HAULING PROPOSAL**

Les Andersen motioned to accept the proposal from Gorski Hauling for roadside clean up, total estimate \$2,800. Greg Durbin seconded. Roll call vote: Stokes, Beal, Andersen, Lowe, Hanvey, Lloyd, Durbin—all yes. **Motion carried 7-0.**

**2020 LAWN MOWING BIDS**

One bid was received from the company that was used the past several years; Tammy Beal said they are interested in securing a three-year contract and she's been very happy with their service. Les Andersen motioned to accept the bid from B&L Services for a three-year contract, as presented. Duane Stokes seconded. Roll call vote: Lowe, Durbin, Lloyd, Stokes, Andersen, Beal, Hanvey—all yes. **Motion carried 7-0.**



**CARLISLE WORTMAN ASSOCIATES, INC. ENGAGEMENT LETTER**

Les Andersen motioned to adopt a resolution to approve the agreement with Carlisle Wortman for three years, beginning April 1, 2020, as presented. Tammy Beal seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Durbin, Andersen, Stokes—all yes. **Resolution passed 7-0.**

**TOWNSHIP ROADS**

No new information on this item. Phil Westmoreland will email Bob Hanvey and Dan Lowe when a meeting is scheduled.

**TOWNSHIP PARKING LOT**

Phil Westmoreland said there are a few options; it could be patched and sealed or pulverized and overlaid. He feels it would be better to let it go until it can be redone. With regard to more parking spaces, it could be restriped to create more spots; parking could be added between the current parking lot and the road to create 11 more spaces; or parking could be added on the east side by the buck pole. It could also be extended into the green area in front of the fire department for an additional 20-25 spaces. He also suggested that a truck route be designated for the fire station. Dan Lowe said he feels the green area in front of the fire department makes the most sense and use the area by the buck pole for overflow. Bob Hanvey asked what could be done about the gully in the middle of the parking lot. Mr. Lowe suggested patching it for this year. Phil Westmoreland said he would be concerned about the drainage.

Phil Westmoreland will submit the estimates in writing for the next board meeting.

**MEETING DISCUSSION**

The board members agreed that this meeting format will work; the next regular meeting is scheduled for Thursday, April 16 at 7:30 pm.

**CORRESPONDENCE & UPDATES**

No updates were received. Bob Hanvey reported that Livingston County Commissioner Dennis Dolan died.

**CALL TO THE PUBLIC**

Phil Westmoreland, 2995 Sunset Meadow Drive, asked the board to reconsider the closure of the disc golf course; he felt the information the township received from the state was meant for regular golf courses, not disc golf. Bob Hanvey said that anyone wishing to share this opinion with the state can send an email to the state at [COVID19@michigan.gov](mailto:COVID19@michigan.gov).

Dan Lowe asked whether the Crystalwood meeting has been scheduled; the meeting that was scheduled has been cancelled.

**ADJOURNMENT**

Les Andersen motioned to adjourn at 8:02 pm. Greg Durbin seconded. Roll call vote: Stokes, Durbin, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Motion carried 7-0.**

Submitted by: S. Longstreet

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

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



## Howell Area Parks & Recreation Authority

Bennett Recreation Center

### Special Virtual Board Meeting Minutes

March 30, 2020

#### **Call to Order**

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

#### **Attendance**

Chairman Sean Dunleavy, Vice Chair Diana Lowe, Treasurer Bob Ellis, Secretary Tammy Beal, Trustee Jean Graham

#### **Absent**

None

#### **Staff**

Director Tim Church, Kevin Troshak, Chris Techentin, Amelia Purdy Ketchum, Ann Marie Moran, Renee Baumgart, Jen Savage

#### **Public**

Bob Hanvey

#### **Approval of Agenda**

Diana Lowe made a motion to approve the agenda, supported by Bob Ellis. **Motion carried 5-0.**

#### **Approval of Regular Minutes**

Diana Lowe motioned to approve the Regular Minutes meeting minutes from February 18, 2020, supported by Bob Ellis. **Motion carried 5-0.**

#### **Call to the Public**

None heard.

## **Staff Comments**

None heard.

## **Directors Report**

- Staffing-On March 12<sup>th</sup> we closed the doors to the public except for preschool, then when schools were closed on March 13<sup>th</sup>, we closed the preschool and only essential staff worked. They worked from home and some came into work. After the March 16<sup>th</sup> stay at home order everyone stayed home except Kyle as he is the building monitor and is the only one allowed in the building.
- Virtual Rec is taking off good. Each department has been overseeing their own program and are getting paid for those hours. The Hive has something going every day and Aquatics center has virtual fitness programs. Instead of the Easter Egg Hunt and underwater pool hunt we had a drive thru Easter Egg Program where about 80 kits were handed out to cars, with distancing restrictions observed. Amelia then took that and had a virtual project for the kids.

## **HAPRA Budget Action Plans**

Since the restrictions now are in place until April 30<sup>th</sup> what does the Board consider essential? One Church has backed out of renting the Ocala Center so refunds must be made to them and for the Aquatic center participants. Soccer was to start on April 13<sup>th</sup> and it can be delayed until mid-May so that a partial season can take place, but will it really happen? That would be \$35K in refunds so we will ask participants if they will take a credit or if they want a refund. After this week there is not a lot for the part time staff to do.

The Holland Trip was cancelled and we are getting a lot of calls about refunds and credits.

- Treasurer Bob Ellis stated that we have enough money to last 2-3 months as long as the jurisdictions keep contributing.
- Chairman Sean Dunleavy stated that the part time people should be laid off and keep the full-time staff if they are busy, let Tim decide who can be kept and report that back to the board.
- Director Church said that the Beach contract with the City of Howell is \$45K and it is supposed to open May 1<sup>st</sup>. He also said that there are things in the budget that can be put on hold to offset the costs.
- Treasurer Bob Ellis asked about the Melon Fest, wondering how many vendors there would be?
- Director Church was wondering about keeping the Dog Park open, participants can't renew their FOB's. Just let the people whose FOB isn't expired use it.
- Any talk about closing the City playgrounds, should the one next to the Bennet Center be closed? Bob Ellis said that it has not been discussed yet, the City is waiting for direction from the Health Department.

## **Check Register and Bank Statements ending February 29, 2020**

Everything looks good.

## **Financial Reports ending February 29, 2020**

Treasurer Bob Ellis reported that the revenues and expenditures were both higher. 22.9% of the budgeted revenue has been collected and 14% of the expenses have been spent. Our surplus is up, 8.9% of the total as of the end of February, we were doing good as of then. Director Church has asked if they would suspend rent on the Hive.

**HAAC Financial Reports Ending February 29, 2020**

At the end of February, we were in great shape, we paid the schools \$24K. We will have membership extensions but not punch card extensions. The swims lessons will get a full refund. We will ask Erin McGregor if this year can be a wash.

**Old Business**

Oceola Center is still a go, everyone is working from home on it. Oceola Township will have a special meeting to proceed.

**New Business**

None.

**Next Meeting**

The next regular meeting is scheduled for Tuesday, April 21, 2020 at 7 pm, this will be a virtual meeting or it could be rescheduled with another special meeting.

Motion to adjourn at 8:08 pm by Bob Ellis, supported by Jean Graham. **Motion carried 5-0.**

---

Approved

---

Date

Respectively Submitted by: Tammy L. Beal, Secretary

## **MHOG Water Authority Meeting**

April 15, 2020

5:00 PM – Electronic Meeting

### **AGENDA**

1. Approval of the Minutes of February 19, 2020
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

## MHOG Water Authority Meeting MINUTES

The Marion, Howell, Oceola, Genoa Water Authority met on February 19, 2020 at 5:00 PM at the Oceola Township Hall. Members present were Bamber, Coddington, Rogers, Hanvey, Schuhmacher, Hunt, Hohenstein and Lowe.

---

The meeting was called to order by Chairman Hanvey.

A motion was made by Rogers to approve the minutes of the January 15, 2020 meeting. The motion was seconded by Schuhmacher and carried.

A call to the public was held.

A motion was made by Schuhmacher to approve Proposal No. 267 from Tetra Tech for \$98,000 for the Marion Transmission Line. The motion was seconded by Coddington and carried.

A motion was made by Schuhmacher to approve the amended DPW Budget for Fiscal Year ending March 31, 2020 as presented by the Utility Director. The motion was seconded by Hohenstein and carried.

A motion was made by Schuhmacher to approve the DPW Budget for the Fiscal Year ending on March 31, 2021 as presented by the Utility Director. The motion was supported by Rogers and carried.

A motion was made by Schuhmacher to approve expenditures of \$154,204.28 from the M.H.O.G. Operating Fund represented by checks numbered 8329-8357, and for direct deposit debits 537 thru 543. The motion was seconded by Hohenstein and carried.

A motion was made by Coddington to approve expenditures of \$119,530.15 from the MHOG Capital Reserve Improvement Fund represented by check numbers 108 and 109. The motion was seconded by Schuhmacher and carried.

A motion was made by Schuhmacher to approve expenditures of \$45,671.88 from the MHOG Bond Fund represented by check number 124. The motion was seconded by Hohenstein and carried.

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

William J. Bamber, Secretary

**HOWELL AREA FIRE AUTHORITY MEETING**  
**Oceola Township Hall**  
**1577 N. Latson Rd. – Howell, MI**  
**March 19, 2020 – 6:00 PM**

- |                            |     |                                                                    |
|----------------------------|-----|--------------------------------------------------------------------|
| Authority Board            | 1.  | Meeting called to order at 6:00 pm.                                |
| Members and Other          | 2.  | Pledge of Allegiance (all stand)                                   |
| Officials:                 | 3.  | Approve minutes of the regular meeting of February 19, 2020        |
|                            | 4.  | Call to Public (items not on agenda)                               |
| Bill Bamber                | 5.  | Discussion/Approval: Proposed FY 2020/2021 Annual Budget           |
| Oceola Township            | 6.  | Discussion/Approval: Fifth Amended and Restated Articles of        |
| <i>Chairman</i>            |     | Incorporation of the Howell Area Fire Authority                    |
|                            | 7.  | Chief's Comments                                                   |
| Mike Coddington            | 8.  | Approve payment of bills and payroll in the amount of \$141,708.06 |
| Howell Township            | 9.  | New Business                                                       |
| <i>Vice Chairman</i>       | 10. | Old Business                                                       |
| Mark Fosdick               | 11. | Closed Session                                                     |
| Cohoctah Township          | 12. | Adjourn                                                            |
| <i>Secretary</i>           |     |                                                                    |
| Robert Hanvey              |     |                                                                    |
| Marion Township            |     |                                                                    |
| <i>Member</i>              |     |                                                                    |
| Nick Proctor               |     |                                                                    |
| City of Howell             |     |                                                                    |
| <i>Treasurer</i>           |     |                                                                    |
| Andy Pless                 |     |                                                                    |
| <i>Fire Chief</i>          |     |                                                                    |
| Laura Walker               |     |                                                                    |
| <i>Asst. Sec/Treasurer</i> |     |                                                                    |

**WELCOME!**

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

**HOWELL AREA FIRE AUTHORITY**

February 19, 2020 – 6:00 pm

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

---

**Present:** Chairman Bill Bamber, Vice Chairman Mike Coddington, Treasurer Nick Proctor, Secretary Mark Fosdick, Member Bob Hanvey, Fire Chief Andy Pless, Deputy Chief Ron Hicks, Asst. Sec/Treas. Laura Walker

**Absent:** Attorney Kevin Gentry,

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

**Approve the minutes of the regular meeting of January 15, 2020:** MOTION by Mr. Proctor, SUPPORT by Mr. Coddington to approve the minutes of the regular meeting of January 15, 2019. MOTION CARRIED UNANIMOUSLY.

**Call to Public:** No Response

**Discussion/Approval Resolution 03-20:** MOTION by Mr. Proctor, SUPPORT by Mr. Fosdick to approve Resolution 03-20 to add approved financial as depository of financial funds. MOTION CARRIED UNANIMOUSLY.

**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 \$160,836.20. MOTION CARRIED UNANIMOUSLY.

**Adjourn:** MOTION by Mr. Proctor, SUPPORT by Mr. Fosdick to adjourn the meeting at 6:11pm. MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted: \_\_\_\_\_

Laura Walker, Asst. Secretary/Treasurer

Approved By: \_\_\_\_\_

Mark Fosdick, Secretary



## HOWELL AREA FIRE AUTHORITY MEETING

Oceola Township Hall

1577 N. Latson Rd. – Howell, MI

April 15, 2020 – 6:00 PM

- Authority Board  
Members and Other  
Officials:
1. Meeting called to order at 6:00 pm.
2. Discussion / Approval: Temporary remote access meeting policy.
3. Approve minutes of the regular meeting of February 19, 2020
4. Call to Public (items not on agenda)
5. Discussion / Approval: Emergency paid sick leave act resolution.
6. Discussion / Approval: Emergency Family Medical Leave Expansion Act Resolution.
7. Discussion/Approval: Proposed FY 2020/2021 Annual Budget
8. Discussion/Approval: Fifth Amended and Restated Articles of Incorporation of the Howell Area Fire Authority
9. Discussion / Approval: Award D & H Asphalt contract for paving at Cohoctah and Oceola stations in the amount of \$59,330.00.
10. Chief's Comments
- a. COVID-19 Update
11. Approve payment of February bills and payroll in the amount of \$141,708.06
12. Approve payment of March bills and payroll in the amount of **PENDING**
13. New Business
14. Old Business
15. Closed Session
16. Adjourn
- Bill Bamber  
Oceola Township  
*Chairman*
- Mike Coddington  
Howell Township  
*Vice Chairman*
- Mark Fosdick  
Cohoctah Township  
*Secretary*
- Robert Hanvey  
Marion Township  
*Member*
- Nick Proctor  
City of Howell  
*Treasurer*
- Andy Pless  
*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.

---

---

## MONTHLY UPDATE TO THE BOARD

---

---

**TO:** HOWELL AREA FIRE AUTHORITY BOARD OF DIRECTORS  
**FROM:** ANDREW PLESS, FIRE CHIEF  
**SUBJECT:** MONTHLY HAFD REPORT FOR FEBRUARY, 2020  
**DATE:** MARCH 11, 2020

---

During the month of February, the HAFD responded to a total of 112 calls for service. There were 107 calls in February of 2019. The total year-to-date runs for 2020 was 261. Last year's total at the end of February was 203.

Some of the more significant events for the month included:

On February 9<sup>th</sup> Howell Firefighters responded to a reported snowmobile on fire next to a home in the 4000 block of Golf Club Rd. in Oceola Township. The fire was brought under control quickly however damage was also done to the exterior of the garage and overhang of the building. The cause of the fire was accidental.

On February 27<sup>th</sup> Howell Firefighters responded to a reported Chimney fire in the 1000 block of Peavy Rd in Marion Township. Firefighters arrived quickly and extinguished the fire containing it to the chimney chase. No further damage to the structure was found.

On February 28<sup>th</sup> Howell Firefighters responded to a report of a chimney fire in the 2000 block of Gannon Rd. in Cohoctah Township. On arrival Firefighters found the around the chimney flue in the attic on fire. The fire was extinguished and the chimney checked for further extension. None found. Fire and smoke damage was limited and the occupants remained in the home.

Our new Marion Township engine was delivered in February and personnel took about a week to place the new truck into service. The Marion Station held a "Push-in" ceremony on February 15<sup>th</sup>.

Department Staff has been working closely with the County Public Health Department and Emergency Management on the Flu and Corona virus response to ensure our personnel have the information and equipment necessary to protect themselves and their families.

We have submitted for an Assistance to Firefighters Grant to update our Apparatus bay ventilation systems in all of our fire stations. If awarded the grant, our contribution would be 10% of the total amount of the grant. Approximately \$2,500.

Training for the month of February consisted of Medical continuing education credits.

**The next meeting of the Howell Area Fire Authority Board is scheduled for Wednesday March 18<sup>th</sup>, 2020 at 6:00 pm.**

---

## MONTHLY UPDATE TO THE BOARD

---

**TO:** HOWELL AREA FIRE AUTHORITY BOARD OF DIRECTORS  
**FROM:** ANDREW PLESS, FIRE CHIEF  
**SUBJECT:** MONTHLY HAFD REPORT FOR MARCH, 2020  
**DATE:** APRIL 9, 2020

---

During the month of March, the HAFD responded to a total of 151 calls for service. There were 113 calls in March of 2019. The total year-to-date runs for 2020 was 415. Last year's total at the end of March was 338.

Some of the more significant events for the month included:

On March 5<sup>th</sup> Howell Firefighters responded to a reported structure fire in the 5000 block of Pingree in Marion Township. On arrival firefighters found a large chicken coop / barn completely involved in fire. The cause of the fire was determined to be from a heat lamp in the coop.

On March 12<sup>th</sup> Howell Firefighters responded to a reported structure fire in the 600 block of Foxfire Dr in Marion Township. On arrival firefighters found the entire back of the home involved in fire spreading to the attic. The fire was contained to the exterior of the home. The cause of the fire was from a malfunctioning hot tub on the deck.

On March 17<sup>th</sup> Howell Firefighters along with Automatic aid from Fowlerville fire responded to a reported detached garage on fire spreading to the home. On arrival the garage was fully involved and fire had spread throughout the attic of the home. The fire in the home was quickly brought under control by firefighters saving most all of the homeowner's possessions. The garage and its contents were a total loss. No injuries reported. The cause of the fire was determined to be from a faulty battery charger in the garage.

On March 25<sup>th</sup> Howell Firefighters responded automatic aid to a reported structure fire in Conway Township. The Cohoctah Engine was first on scene and the home was completely involved in fire. Firefighters from Fowlerville and Burns Township also responded to the scene. The home was a complete loss. The Cause of the fire is under investigation by Fowlerville FD but was not considered to be suspicious.

Department Staff has been working closely with the County Public Health Department, Emergency Management and all of Livingston County Public Safety on the Corona virus response to ensure our personnel have the information and equipment necessary to protect themselves and their families.

Livingston County has activated a "partially opened" EOC and Myself and Jamil are responsible for Fire Operations and Logistics respectively, for the entire County Response to the COVID-19 pandemic. Other Public Safety Leaders have assumed other roles in the EOC and we are meeting multiple times a day via video conference. If the Pandemic becomes more prevalent in Livingston County, we will open the EOC fully and it will be operational 24/7.

**The next meeting of the Howell Area Fire Authority Board is scheduled for Wednesday April 15<sup>th</sup>, 2020 at 6:00 pm via Blue jeans web-conferencing.**

# HOWELL AREA FIRE DEPARTMENT FIRE MARSHAL DIVISION

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

**DATE:** March 11, 2020  
**TO:** Chief Pless  
Fire Authority Board  
**FROM:** Jamil Czubenko, Assistant Chief/Fire Marshal  
**REF:** February 2020 Month End

The month of February 2020 was busy in the Fire Marshal Division.

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

Planning has already began for the 2020 Livingston Home Show, scheduled for March 27-29 and the 2020 Michigan Challenge Balloonfest, scheduled for June 26-28.

The HAFD participated in the 2020 Community Connect on February 1, held at the Parker Middle School handing out fire safety materials. There were approximately 300 adults and 150 children that participated in this event.

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.

The HAFD visited 9 homes and installed a total of 25 smoke detectors and 3 CO detectors. To date, 41 smoke and 8 CO detectors have been installed by the HAFD.

23 new inspections and 10 re-inspections were completed. 42 plan reviews, consultations and fire safety tests were also completed.

March 2020 brings us more planning for future projects and various fire prevention events.

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2020-0201	311 - Medical assist, assist EMS crew	02/15/2020	1500 BYRON RD	BR20
2020-0204	551 - Assist police or other governmental agency	02/15/2020	1333 E I96	CPT20
2020-0208	551 - Assist police or other governmental agency	02/17/2020	5509 LAYTON RD	BR20
2020-0212	551 - Assist police or other governmental agency	02/18/2020	179 CRYSTAL WOOD CIR	BR20
2020-0214	311 - Medical assist, assist EMS crew	02/19/2020	4840 PRESTON RD	BR20,BR24,CPT24
2020-0216	551 - Assist police or other governmental agency	02/19/2020	5589 MILETT RD	BR20,FM2
2020-0228	611 - Dispatched & cancelled en route	02/22/2020	1500 BYRON RD	CH2
2020-0234	311 - Medical assist, assist EMS crew	02/23/2020	5287 N BURKHART RD	BR20,BR24,CH20,CPT24
2020-0245	611 - Dispatched & cancelled en route	02/27/2020	135 E I96	CH20
2020-0249	611 - Dispatched & cancelled en route	02/27/2020	1333 W GRAND RIVER AVE	EN20
2020-0250	611 - Dispatched & cancelled en route	02/27/2020	2895 W GRAND RIVER	LT20
2020-0256	551 - Assist police or other governmental agency	02/29/2020	2626 TRAILWOOD CT	BR20

Total # Incidents for HOWELL TWP: 16

**ZONE: IOSCO - IOSCO TWP**

2020-0203	571 - Cover assignment, standby, moveup	02/15/2020	8383 CROFOOT RD	CH20,EN21
-----------	-----------------------------------------	------------	-----------------	-----------

Total # Incidents for IOSCO: 1

**ZONE: MARION - MARION Twp**

2020-0160	746 - Carbon monoxide detector activation, no CO	02/04/2020	2764 BLACK EAGLE VALLEY DR	CH23,EN23,LT23
2020-0163	551 - Assist police or other governmental agency	02/04/2020	2930 NORTON RD	BR20
2020-0166	611 - Dispatched & cancelled en route	02/05/2020	207 PENOBSCOT DR	BR20
2020-0173	320 - Emergency medical service, other	02/08/2020	2651 BLACK EAGLE RDG	BR20,BR23
2020-0175	551 - Assist police or other governmental agency	02/08/2020	1500 PINCKNEY RD	BR20
2020-0179	743 - Smoke detector activation, no fire - unintentional	02/10/2020	3100 HIGH HILLCREST DR	EN20
2020-0195	600 - Good intent call, other	02/13/2020	1612 COUNTY FARM RD	CH23
2020-0200	311 - Medical assist, assist EMS crew	02/15/2020	5191 UNIVERSE AVE	BR23,CH23,LT23
2020-0206	311 - Medical assist, assist EMS crew	02/16/2020	5193 EDWARD JAMES DR	BR20,BR23,CH23
2020-0222	600 - Good intent call, other	02/20/2020	1333 E I96	CH20,EN20,EN23
2020-0223	611 - Dispatched & cancelled en route	02/20/2020	PINCKNEY RD	BR23,CH23
2020-0232	311 - Medical assist, assist EMS crew	02/22/2020	4982 YAX POINTE DR	BR23,CH23,CPT23
2020-0240	311 - Medical assist, assist EMS crew	02/25/2020	400 WRIGHT RD	EN23
2020-0246	311 - Medical assist, assist EMS crew	02/27/2020	115 SEDUM	BR20
2020-0247	114 - Chimney or flue fire, confined to chimney or flue	02/27/2020	1085 PEAVY RD	BR24,CH2,CH20,CH24,EN20,EN21,EN22,EN24,TA22
2020-0251	311 - Medical assist, assist EMS crew	02/27/2020	350 DINKEL DR	BR23,CH23
2020-0253	611 - Dispatched & cancelled en route	02/28/2020	2521 W COON LAKE RD	EN23
2020-0258	631 - Authorized controlled burning	02/29/2020	2699 PINCKNEY RD	CH23,CPT23

Only REVIEWED incidents included. Archived Zones cannot be unarchived.

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2020-0260	551 - Assist police or other governmental agency	02/29/2020	985 COUNTY FARM RD	BR20

Total # Incidents for MARION:

19

**ZONE: OCEOLA - OCEOLA Twp**

2020-0148	322 - Motor vehicle accident with injuries	02/01/2020	7999 E HIGHLAND RD	BR22,CPT22,EN20,EN22,R20
2020-0152	611 - Dispatched & cancelled en route	02/02/2020	6515 E HIGHLAND RD	CH2
2020-0154	311 - Medical assist, assist EMS crew	02/03/2020	1313 JOE RICHARDS DR	BR20,BR22
2020-0156	551 - Assist police or other governmental agency	02/03/2020	1638 SANCTUARY CIR	BR22
2020-0165	311 - Medical assist, assist EMS crew	02/05/2020	5074 N LATSON RD	BR22
2020-0168	611 - Dispatched & cancelled en route	02/06/2020	1332 DUSTY LN	BR22
2020-0177	137 - Camper or recreational vehicle (RV) fire	02/09/2020	4225 GOLF CLUB RD	EN20,EN22
2020-0180	500 - Service Call, other	02/10/2020	444 LAKESHORE POINTE DR	EN22
2020-0192	611 - Dispatched & cancelled en route	02/12/2020	5103 CLYDE RD	BR22
2020-0197	500 - Service Call, other	02/14/2020	1474 ASHWOOD LN	EN22
2020-0199	743 - Smoke detector activation, no fire - unintentional	02/14/2020	1474 ASHWOOD LN	EN20,LT221
2020-0210	611 - Dispatched & cancelled en route	02/17/2020	3976 SILVER CHARM LN	BR20,CH24
2020-0219	551 - Assist police or other governmental agency	02/19/2020	1178 CALLAWAY CT	BR22,CPT22
2020-0220	311 - Medical assist, assist EMS crew	02/20/2020	1313 SECRETARIAT WAY	BR22
2020-0229	412 - Gas leak (natural gas or LPG)	02/22/2020	3079 BOGUES VIEW DR	EN20,EN22
2020-0231	551 - Assist police or other governmental agency	02/22/2020	6200 HAZARD RD	BR22,CPT22
2020-0235	424 - Carbon monoxide incident	02/23/2020	1305 JOE RICHARDS DR	CH2,EN22
2020-0237	412 - Gas leak (natural gas or LPG)	02/24/2020	5585 RADIANT AVE	EN22
2020-0238	311 - Medical assist, assist EMS crew	02/24/2020	335 BOZEMAN CT	BR22
2020-0242	611 - Dispatched & cancelled en route	02/25/2020	7101 BERGIN RD	BR22
2020-0243	600 - Good intent call, other	02/26/2020	841 N LATSON RD	BR22,CH20,EN22
2020-0244	551 - Assist police or other governmental agency	02/26/2020	2327 HICKORY CIRCLE DR	BR22
2020-0252	551 - Assist police or other governmental agency	02/28/2020	3560 INNISFREE RD	CH22

Total # Incidents for OCEOLA:

23

**TOTAL # INCIDENTS:**

**112**

Only REVIEWED incidents included. Archived Zones cannot be unarchived.

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2020-0333	611 - Dispatched & cancelled en route	03/14/2020	10588 HIGHLAND RD	BR20
2020-0335	611 - Dispatched & cancelled en route	03/14/2020	3003 W GRAND RIVER	BR20,CH20
2020-0336	551 - Assist police or other governmental agency	03/15/2020	355 HARMON RD	BR20
2020-0342	311 - Medical assist, assist EMS crew	03/16/2020	891 W BARRON RD	BR20,CH20
2020-0351	551 - Assist police or other governmental agency	03/18/2020	1071 E BARRON RD	BR20,BR24
2020-0356	551 - Assist police or other governmental agency	03/19/2020	5435 ARBORETUM TRL	BR20
2020-0364	746 - Carbon monoxide detector activation, no CO	03/21/2020	1330 STEEPLECHASE CT	CH20,EN20
2020-0366	631 - Authorized controlled burning	03/21/2020	5999 E GRAND RIVER	BR20,CH20
2020-0371	611 - Dispatched & cancelled en route	03/22/2020	2400 W GRAND RIVER	CH20
2020-0373	142 - Brush or brush-and-grass mixture fire	03/22/2020	3100 BYRON RD	BR20,BR24,CH24
2020-0382	412 - Gas leak (natural gas or LPG)	03/25/2020	3629 AMBER OAKS DR	CH20,EN20,EN24
2020-0390	311 - Medical assist, assist EMS crew	03/26/2020	3999 W HIGHLAND RD	BR20,CH2,CH20
2020-0399	600 - Good intent call, other	03/28/2020	3353 BOWEN RD	BR20
2020-0407	311 - Medical assist, assist EMS crew	03/30/2020	3003 W GRAND RIVER	BR20,CH2
2020-0414	551 - Assist police or other governmental agency	03/31/2020	2389 BYRON RD	BR20,CH24

Total # Incidents for HOWELL TWP:

28

<b>ZONE: MARION - MARION Twp</b>				
2020-0272	600 - Good intent call, other	03/03/2020	1960 HIDDEN VALLEY DR	EN23
2020-0279	311 - Medical assist, assist EMS crew	03/05/2020	1310 TRACILEE DR	BR20,CH202,FM2
2020-0286	111 - Building fire	03/05/2020	5088 PINGREE RD	BR23,CH2,CH20,CH23,CH24,EN20,EN21,EN22,EN23,EN24,R20,TA22
2020-0287	311 - Medical assist, assist EMS crew	03/06/2020	1005 TRIANGLE LAKE RD	BR23
2020-0291	311 - Medical assist, assist EMS crew	03/06/2020	794 WRIGHT RD	BR23,CH23
2020-0294	311 - Medical assist, assist EMS crew	03/06/2020	2629 RUBBINS RD	BR23,LT23
2020-0311	445 - Arcing, shorted electrical equipment	03/10/2020	2125 NORTON RD	BR20,EN22
2020-0320	551 - Assist police or other governmental agency	03/11/2020	135 E I96	BR20
2020-0325	111 - Building fire	03/12/2020	623 FOXFIRE DR	CH20,CH24,EN20,EN21,EN22,EN23,EN24,TA22
2020-0326	551 - Assist police or other governmental agency	03/12/2020	4140 CHESTNUT CROSSING DR	BR20
2020-0329	311 - Medical assist, assist EMS crew	03/13/2020	3691 PRESCOTT DR	BR23
2020-0340	141 - Forest, woods or wildland fire	03/16/2020	5138 PINGREE RD	BR23
2020-0341	424 - Carbon monoxide incident	03/16/2020	2940 BLACK EAGLE VALLEY DR	EN23
2020-0345	311 - Medical assist, assist EMS crew	03/17/2020	2710 W COON LAKE RD	BR23,CH23
2020-0349	551 - Assist police or other governmental agency	03/17/2020	350 DINKEL DR	BR23,CH23,CPT23
2020-0355	311 - Medical assist, assist EMS crew	03/19/2020	5978 HINCHEY RD	BR20,BR23,CH23
2020-0358	600 - Good intent call, other	03/19/2020	1525 TRIANGLE LAKE RD	BR23,CH23,LT23
2020-0365	311 - Medical assist, assist EMS crew	03/21/2020	1525 TRIANGLE LAKE RD	BR20,BR23

Only REVIEWED incidents included. Archived Zones cannot be unarchived.

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2020-0372	551 - Assist police or other governmental agency	03/22/2020	804 SPIREA	BR20
2020-0389	311 - Medical assist, assist EMS crew	03/26/2020	4463 CEDAR LAKE RD	BR23,LT23
2020-0400	611 - Dispatched & cancelled en route	03/28/2020	1320 HUDSON DR	CH2
2020-0402	322 - Motor vehicle accident with injuries	03/28/2020	4199 W COON LAKE RD	CPT23,EN23,LT231
2020-0405	445 - Arcing, shorted electrical equipment	03/29/2020	1 W COON LAKE RD	BR20,BR23,CH23,CPT23
2020-0409	311 - Medical assist, assist EMS crew	03/30/2020	4709 PARKER DR	BR23,CH23
2020-0410	311 - Medical assist, assist EMS crew	03/31/2020	3145 NEW HOLLAND DR	BR23,LT231
2020-0412	412 - Gas leak (natural gas or LPG)	03/31/2020	2721 CLIVEDON RD	CH23,CPT23,EN23
2020-0413	311 - Medical assist, assist EMS crew	03/31/2020	1746 TRIANGLE LAKE RD	BR23,CH23

Total # Incidents for MARION:

27

ZONE: OCEOLA - OCEOLA Twp				
2020-0263	311 - Medical assist, assist EMS crew	03/01/2020	6715 BERGIN RD	BR20,BR22
2020-0270	622 - No incident found on arrival at dispatch address	03/03/2020	6356 BERGIN RD	BR22
2020-0282	311 - Medical assist, assist EMS crew	03/05/2020	3185 CURDY RD	BR22
2020-0292	551 - Assist police or other governmental agency	03/06/2020	3185 CURDY RD	BR22
2020-0297	445 - Arcing, shorted electrical equipment	03/07/2020	255 HARVARD DR	EN20
2020-0298	311 - Medical assist, assist EMS crew	03/07/2020	1618 ARBOR VIEW LN	BR20,BR22,CPT22
2020-0302	611 - Dispatched & cancelled en route	03/08/2020	1633 DUCK DR	BR20,CPT22
2020-0303	421 - Chemical hazard (no spill or leak)	03/08/2020	234 N HUGHES RD	CH20,CPT22,EN20,EN22,FM2
2020-0313	600 - Good intent call, other	03/10/2020	5999 E HIGHLAND RD	EN22
2020-0314	311 - Medical assist, assist EMS crew	03/10/2020	1412 BOOTH ST	BR22,FM2
2020-0315	551 - Assist police or other governmental agency	03/10/2020	300 NORLYNN DR	BR22
2020-0327	611 - Dispatched & cancelled en route	03/12/2020	2435 MUSSON RD	CPT22
2020-0331	311 - Medical assist, assist EMS crew	03/14/2020	4131 ORCHARD PARK BLVD	BR20,BR22,CH20
2020-0354	142 - Brush or brush-and-grass mixture fire	03/18/2020	2700 HIGHLAND RD	CH2,CH20,CH24,CPT22,EN20,EN21,EN22,EN23,FM2,TA22
2020-0359	551 - Assist police or other governmental agency	03/19/2020	1390 N KELLOGG RD	BR22,CH2
2020-0361	445 - Arcing, shorted electrical equipment	03/20/2020	1443 GULLEY RD	EN22
2020-0369	551 - Assist police or other governmental agency	03/21/2020	1362 OAKWAY BLVD	BR22
2020-0375	311 - Medical assist, assist EMS crew	03/23/2020	1840 WHITE CLIFF DR	BR20,BR22,CPT22
2020-0377	412 - Gas leak (natural gas or LPG)	03/23/2020	290 CORNELL DR	EN20
2020-0386	551 - Assist police or other governmental agency	03/26/2020	1115 BUTLER BLVD	BR22
2020-0391	311 - Medical assist, assist EMS crew	03/27/2020	5583 RADIANT AVE	BR22
2020-0392	311 - Medical assist, assist EMS crew	03/27/2020	2367 GOLF CLUB RD	BR22
2020-0394	611 - Dispatched & cancelled en route	03/27/2020	3754 RAINIER DR	CPT22
2020-0403	311 - Medical assist, assist EMS crew	03/28/2020	1285 SWEET GRASS TRL	BR22

Only REVIEWED incidents included. Archived Zones cannot be unarchived.



FISCAL YEAR 2019-20 MARION TOWNSHIP FINANCIAL REPORT

Mar-20

GENERAL FUND CHECKING

Previous Balance	\$	1,041,359.33
Receipts	\$	159,929.90
Interest	\$	679.99
	\$	<u>1,201,969.22</u>
Expenditures	\$	<b>100,160.52</b>
Balance	\$	<u>1,101,808.70</u>

CEMETERY FUND

Previous Balance	\$	15,782.77
Receipts	\$	-
Interest		
	\$	<u>15,782.77</u>
Expenditures	\$	-
Balance	\$	<u>15,782.77</u>

PARKS & RECREATION FUND

Previous Balance	\$	2,488.53
Receipts	\$	-
Interest		
	\$	<u>2,488.53</u>
Expenditures	\$	-
Balance	\$	<u>2,488.53</u>

WATER - NEW USER

Previous Balance	\$	455,617.05
Receipts	\$	18,838.25
Interest	\$	272.65
	\$	<u>474,727.95</u>
Expenditures	\$	<b>24,500.00</b>
Balance	\$	<u>450,227.95</u>

## SEWER OPERATING &amp; MANAGEMENT

Previous Balance	\$	141,105.70
Receipts	\$	77,277.39
Interest		
	\$	218,383.09
Expenditures	\$	54,031.17
Balance	\$	164,351.92

## SEWER - NEW USER

Previous Balance	\$	290,428.08
Receipts	\$	37,000.00
Interest		
	\$	327,428.08
Expenditures	\$	-
Balance	\$	327,428.08

## SPEC ASSESS. FUND

Previous Balance	\$	227,659.64
Receipts	\$	16,664.63
	\$	244,324.27
Expenditures	\$	3,356.00
Balance	\$	240,968.27

## SUMMARY TOTALS

General Fund	\$	1,101,808.70
Cemetery Fund	\$	15,782.77
Parks & Rec Capital Chk	\$	2,488.53
Water - New User	\$	450,227.95
Sewer Operating & Mana	\$	164,351.92
Sewer - New User	\$	327,428.08
Special Assess. Fund	\$	240,968.27
TOTAL	\$	2,303,056.22

04/13/20

# #101 General Fund Account QuickReport As of March 31, 2020

Date	Num	Name	Memo	Amount
<b>001 - CASH - GENERAL - FNB</b>				
03/02/2020	10894	EDWARD LATSON	FEBRUARY 2020 CLEANING SERVICES	-375.00
03/02/2020	10895	DAVID HAMANN	FEBRUARY 2020 MILEAGE	-92.58
03/02/2020	10896	Karen Hawkins	FEBRUARY 2020 MILEAGE	-71.30
03/02/2020	10897	SANDRA LONGSTREET	FEBRUARY 2020 MILEAGE AND EXPENSES	-66.22
03/02/2020	10898	AT&T -General	ACT# 517 546 6622 125 8 / INVOICE# 5175466...	-285.42
03/02/2020	10899	Gail Ann Burlingame	VOID: FEBRUARY 2020 MILEAGE	0.00
03/02/2020	10900	Duane Stokes	FEBRUARY 2020 MILEAGE	-62.10
03/02/2020	ATT- MA...		AT&T CELL TOWER LEASE PAYMENT MARC...	2,281.31
03/02/2020	10901	Tammy Beal	JANUARY - FEBRUARY 2020 MILEAGE AND ...	-98.80
03/02/2020			Deposit	442.09
03/03/2020	10902	COMISKEY PEST CONTROL	INVOICE# 2170 Treatment of Sand Ants in Hall ...	-185.00
03/03/2020			Deposit	50.00
03/03/2020			Deposit	205.00
03/03/2020			Deposit	155,591.00
03/03/2020	10903	Culligan of Ann Arbor	ACCOUNT 760611 / INVOICE# 593518	-35.00
03/03/2020	10904	B&L Services	SNOW PLOW 02/18/20 - 02/27/20	-665.00
03/05/2020	10905	MICHAEL J. KEHOE, P.C.	INVOICE# 3097, 3118, 3119, 3120 FEBRUARY...	-136.00
03/05/2020	10906	Spicer Group Inc	INVOICE# 200425 MARION ENGINEERING ST...	-557.50
03/05/2020	10907	APEX SOFTWARE	ACCOUNT# 118924 / INVOICE# 308599	-575.00
03/05/2020	10908	CARTRIDGE WORLD	INVOICE# 137189 - 2 TONERS	-161.98
03/05/2020	JAN 20 T...		TOTAL TAXES FOR JANUARY 2020 PAYROLL	-10,431.74
03/09/2020			Deposit	360.50
03/10/2020	FEB 20 T...		TOTAL TAXES FOR FEBRUARY 2020 PAYROLL	-9,705.10
03/10/2020	10909	Marion Township Flex Fund	FEBRUARY 2020 PAYROLL	-1,376.93
03/10/2020	10910	VOYA Institutional Trust	FEBRUARY 2020 PAYROLL	-400.00
03/10/2020	10911	ALERUS PAYMENT SOLUTIONS	DIVISION# 400381 / PLAN ID# 628223 / #4720-1	-3,637.93
03/10/2020	76115839...	JAMES L. ANDERSON JR.	FEBRUARY 2020 PAYROLL	-88.10
03/10/2020	76115836...	LESLIE D. ANDERSEN	JANUARY 2020 PAYROLL	-375.57
03/10/2020	76115837...	SCOTT R. LLOYD	FEBRUARY 2020 PAYROLL	-260.31
03/10/2020	76115838...	DANIEL F. LOWE	FEBRUARY 2020 PAYROLL	-508.19
03/10/2020	76115840...	BRUCE V. POWELSON	FEBRUARY 2020 PAYROLL	-92.35
03/10/2020	76115841...	CHERYL A. RANGE	FEBRUARY 2020 PAYROLL	-92.35
03/10/2020	5503830DD	TAMMY L. BEAL	FEBRUARY 2020 PAYROLL	-2,572.25
03/10/2020	5503831DD	JESSICA S. TIMBERLAKE	FEBRUARY 2020 PAYROLL	-1,934.87
03/10/2020	5503832DD	THOMAS A. LLOYD	FEBRUARY 2020 PAYROLL	-501.37
03/10/2020	5503833DD	KITSEY A. RENNELLS	FEBRUARY 2020 PAYROLL	-2,269.76
03/10/2020	5503835DD	GAIL A. BURLINGAME	FEBRUARY 2020 PAYROLL	-2,596.90
03/10/2020	5503836DD	DUANE M. STOKES	FEBRUARY 2020 PAYROLL	-2,964.48
03/10/2020	5503837DD	SANDRA J. LONGSTREET	FEBRUARY 2020 PAYROLL	-2,005.09
03/10/2020	5503838DD	GREGORY L. DURBIN	FEBRUARY 2020 PAYROLL	-1,075.36
03/10/2020	5503839DD	DAVE HAMANN	FEBRUARY 2020 PAYROLL	-2,506.70
03/10/2020	5503840DD	LAWRENCE W. GRUNN	FEBRUARY 2020 PAYROLL	-132.15
03/10/2020	5503841DD	ROBERT W. HANVEY	FEBRUARY 2020 PAYROLL	-3,674.23
03/10/2020	5503842DD	KAREN D. HAWKINS	FEBRUARY 2020 PAYROLL	-1,932.25
03/10/2020	5503843DD	LOREEN B. JUDSON	FEBRUARY 2020 PAYROLL	-3,317.50
03/10/2020	10912	Showerman Family Cooking	MARCH 10, 2020 ELECTION FOOD - 42 PEOP...	-483.00
03/10/2020	10913	FOWLerville NEWS & VIEWS	INVOICE# 38707 / JANUARY 23, 2020 - FEBR...	-347.50
03/10/2020	10914	MTA	CUSTOMER ID# O-2056 / INVOICE# 551050	-33.00
03/10/2020	10915	Election Source	INVOICE# 19-47531 CROWD CONTROL PACKS	-118.80
03/10/2020	10916	DTE ENERGY	ACCOUNT# 9100 104 3211 0 - GENERAL OFF...	-514.92
03/10/2020	10917	QUADIENT FINANCE USA, INC.	ACCOUNT# 7900-0444-4962-6229 - FEBRUAR...	-488.00
03/11/2020	10918	PHILLIP CAMPBELL	MARCH 10, 2020 ELECTION SET UO AND CL...	-180.00
03/12/2020	ELEC PA...		TOTAL TAXES FOR MARCH 10, 2020 ELECTI...	-1,225.89
03/12/2020			Deposit	575.00
03/12/2020			Deposit	100.00
03/12/2020	76118359	Kathy Alward	March 2020 Election	-165.18
03/12/2020	76118360	Gary Beal	March 2020 Election	-251.09
03/12/2020	76118361	DIANE BOCKHAUSEN	March 2020 Election	-179.72
03/12/2020	76118362	Robert Brown	March 2020 Election	-84.58
03/12/2020	76118363	Garry Cathey	March 2020 ELECTION	-99.73
03/12/2020	76118364	Sheila Cathey	March 2020 Election	-116.36
03/12/2020	76118365	MICHAEL COPEMAN	March 2020 Election	-234.56
03/12/2020	76118366	SUSAN COPEMAN	March 2020 Election	-218.04
03/12/2020	76118367	ARDYTH DAVISON	March 2020 Election	-158.58
03/12/2020	76118368	ART DELGRECO	March 2020 Election	-153.29
03/12/2020	76118369	KATHLEEN DELGRECO	March 2020 Election	-74.00
03/12/2020	76118370	PHIL DIPIETRO	March 2020 Election	-84.58

04/13/20

**#101 General Fund  
Account QuickReport  
As of March 31, 2020**

Date	Num	Name	Memo	Amount
03/12/2020	76118371	Vickie Edgington	March 2020 Election	-234.56
03/12/2020	76118372	THOMAS EMERY	Maech 2020 Election	-237.86
03/12/2020	76118373	James French	March 2020 Election	-173.15
03/12/2020	76118374	Susan Grover	March 2020 Election	-132.98
03/12/2020	71*****	Larry Grunn	VOID: March 2020 Election	0.00
03/12/2020	76118376	BARBARA HAMANN	March 2020 Election	-235.49
03/12/2020	76118377	RITA HANSEN	March 2020 Election	-166.23
03/12/2020	76118378	Debra Holmes	March 2020 Election	-211.44
03/12/2020	76118379	Kim Howard	March 2020 Election	-237.86
03/12/2020	76118380	Victoria Kihn	March 2020 Election	-126.86
03/12/2020	76118381	Janice Lamb	March 2020 Election	-187.65
03/12/2020	76118382	Mary Lemons	March 2020 Elections	-84.58
03/12/2020	76118383	Jane Longeway	March 2020 Election	-158.58
03/12/2020	76118384	CATHERINE OLSON	March 2020 Election	-185.00
03/12/2020	76118385	Donna Olson	March 2020 Election	-242.41
03/12/2020	76118386	Bruce Powelson	March 2020 Election	-166.23
03/12/2020	76118387	GAYLA REUTER-ALM	March 2020 Election	-95.14
03/12/2020	76118388	Thomas Rozek	March 2020 Election	-153.29
03/12/2020	76118389	FREDERICK SANDERS	March 2020 Election	-249.34
03/12/2020	76118390	Lucille Sanders	March 2020 Election	-249.34
03/12/2020	76118391	Jody Saum	March 2020 Election	-153.29
03/12/2020	76118392	CHRIS STOKES	March 2020 Election	-74.00
03/12/2020	76118393	LAURIE J. WATTS	March 2020 Election	-74.00
03/12/2020	76118394	ANNA WISNIEWSKI	March 2020 Election	-179.72
03/13/2020	FEB. 20 F...		ADP FEE - FEBRUARY 2020 PAYROLL	-178.95
03/16/2020	10919	Richard Renaud	Hall Refund	-100.00
03/16/2020	MAR 13 F...		ADP FEE -March 13, 2020 Election Payroll	-238.45
03/16/2020	10920	JENNA LASSILA	HALL RENTAL REFUND 3/21/2020 Canceled b...	-200.00
03/17/2020	10921	Tri Star Electrical	INVOICE# 2020-4421	-330.00
03/17/2020	10922	Charter Communications	ACT# 8245 12 487 0024359 / INV# 0024359010...	-416.65
03/17/2020	10923	CARLISLE/WORTMAN, Inc.	CLIENT# 266 / INVOICE# 2156229 and 2156228	-855.00
03/18/2020	10924	CONSUMERS ENERGY	ACT# 1000 1974 2632 / 02/07/20 - 03/09/20	-334.43
03/18/2020			Deposit	50.00
03/18/2020			Deposit	100.00
03/19/2020	10928	LIV CO TREASURER	Township at Large Drain Fee/Settlement/March ...	-4,983.84
03/23/2020	10925	Blue Cross Blue Shield of Michigan	GROUP 007017906710 / COVERAGE 4-15-202...	-15,263.82
03/23/2020	10926	MTA	CUSTOMER ID# O-2056 / INVOICE# 552340 M...	-188.00
03/23/2020	10927	Applied Imaging Systems Inc.	SERVICE INVOICE# 1517439 Contract and To...	-470.84
03/23/2020	10929	I.T. Right	INV# 20163662, 20163663 - Printers, MONITO...	-969.00
03/23/2020			Deposit	175.00
03/30/2020	LGrunn Che			-158.58
03/31/2020			Interest	679.99
Total 001 · CASH - GENERAL - FNB				68,884.13
<b>TOTAL</b>				<b>68,884.13</b>

INTEREST EARNED 3rd QTR FY2020-21

GENERAL FUND	BALANCE 6/30/2019	Jan	Feb	Mar	EARN YTD	BALANCE
FNBH Sav #599	\$ 319,029.53	\$ 67.64	\$ 63.29	\$ 67.67	\$ 600.87	\$ 319,630.40
FNBH Land Acq.#342	\$ 200,269.70	\$ 33.95	\$ 31.76	\$ 33.96	\$ 241.97	\$ 200,511.67
FNBH GEN CHECKING	\$ -	\$ 796.54	\$ 700.25	\$ 679.99	\$ 7,557.40	\$ 1,101,808.70
The State Bank #737/030	\$ 240,956.23		\$ 1,552.60		\$ 6,559.13	\$ 247,515.36
Flagstar Bank #054	\$ 124,395.00				\$ 2,208.70	\$ 126,603.70
Flagstar Bank #8365	\$ 110,712.07				\$ 1,273.19	\$ 111,985.26
Key Bank #700	\$ 238,634.07	\$ 101.34	\$ 94.84	\$ 34.67	\$ 833.09	\$ 239,467.16
Monthly Totals	\$ 1,233,996.60	\$ 999.47	\$ 2,442.74	\$ 816.29	\$ 19,274.35	\$ 2,347,522.25

WATER FUND						
CIBC CD #321	\$ 199,894.81	\$ 2,109.85			\$ 4,275.38	\$ 204,170.19
WATER NU CHECKING	\$ 305.78	\$ 282.74	\$ 272.65		\$ 2,706.36	\$ 450,227.95
Monthly Totals	\$ 199,894.81	\$ 305.78	\$ 2,392.59	\$ 272.65	\$ 6,981.74	\$ 654,398.14

SEWER FUND						
T/CF #072 Closed 12/09/19	\$ 253,610.01				\$ 5,534.40	\$ -
Chem #3471 Open 12/9/19	\$ 200,000.00				\$ 829.38	\$ 200,000.00
Chemical Bank #707	\$ 53,876.48				\$ 3,577.91	\$ 650,615.03
FNBH Sew NOW #6029	\$ 534,094.72	\$ 364.20	\$ 340.90	\$ 202.77	\$ 1,122.92	\$ 201,122.92
Old National Bank #8030	\$ 200,000.00	\$ 712.25			\$ 42,917.08	\$ 2,553,263.62
CIBC CDARS #5648	\$ 2,510,346.54	\$ 4,856.39	\$ 4,551.47	\$ 4,874.42	\$ 53,981.69	\$ 3,605,001.57
Monthly Totals	\$ 3,017,833.03	\$ 5,932.84	\$ 4,892.37	\$ 5,077.19	\$ 80,237.78	\$ 6,606,921.96
Grand Total	\$ 7,238.09	\$ 9,727.70	\$ 6,166.13	\$ 80,237.78	\$ 6,606,921.96	

1st Qtr (Jul-Sept)	\$ 23,094.28
2nd Qtr (Oct-Dec)	\$ 34,011.58
3rd Qtr (Jan-Mar)	\$ 23,131.92
4th Qtr (Mar-Jun)	\$ -
July to June Total	\$ 80,237.78

**To:** Howell Area Fire Authority Board Members  
**From:** Chief Andrew J. Pless  
**Date:** 02/14/2020  
**Re:** FY-2020/2021 Annual Budget

Members of the Board,

As you are aware, the status of our economy has again slightly improved over the last year. The Fiscal Year 2019/2020 budget projections have proved to be on the mark and we should finish out the year within our budget.

The proposed 2020/2021 budget reflects the need for some forward progress in a few areas.

**Key Proposed Budget Requests:**

- Proposed wage increases for all employees 2%
- Replacement of Engine 20 (2008) \$520,000. Current E-20 will be placed into reserve status
- Continued Purchase of Portable radios and Pagers
- Addition of 1 Fulltime Firefighter
- 

The remainder of the budget allows for slight increases for inflation (electric, fuel, apparatus maintenance, and natural gas). All of these changes can be accomplished while maintaining a well balanced budget.

I would ask that the Board consider the proposed budget for approval at the March 18<sup>th</sup>, 2020 Howell Area Fire Authority Board Meeting

Respectfully Submitted,

Andrew J. Pless

**HOWELL AREA FIRE AUTHORITY  
FY21 PRELIMINARY BUDGET**

	Audited Actual 6/30/19	YEAR TO DATE 1/31/20	% Of Budget Used	FY20 Original Approved Budget	FY20 1st Amended Budget	Preliminary Budget FY21
<b>GENERAL FUND - REVENUES</b>						
TOTAL HAFA GENERAL FUND REVENUES	4,180,609	1,665,560	59.5%	2,799,605	2,799,605	3,115,500
<b>GENERAL FUND EXPENDITURES</b>						
<b>GENERAL ADMINISTRATION EXPENDITURES (336.00)</b>						
PERSONNEL	\$ 1,717,343	\$ 858,656	48.2%	\$ 1,857,220	\$ 1,782,220	\$ 1,958,296
PROFESSIONAL FEES	\$ 49,549	\$ 35,471	41.0%	\$ 66,500	\$ 86,500	\$ 78,000
INSURANCE	\$ 41,210	\$ 20,683	48.1%	\$ 43,000	\$ 43,000	\$ 44,000
SUPPLIES	\$ 29,690	\$ 15,457	33.6%	\$ 46,000	\$ 46,000	\$ 47,000
EQUIPMENT & CAPITAL OUTLAYS	\$ 2,237,111	\$ 28,383	5.1%	\$ 511,927	\$ 556,927	\$ 716,500
COMMUNICATIONS	\$ 13,157	\$ 2,638	15.5%	\$ 17,000	\$ 17,000	\$ 19,500
UNIFORMS	\$ 30,200	\$ 4,202	10.8%	\$ 39,000	\$ 39,000	\$ 43,000
TRAINING	\$ 11,135	\$ 4,110	19.1%	\$ 21,500	\$ 21,500	\$ 21,500
REPAIRS & MAINTENANCE	\$ 46,720	\$ 38,951	56.9%	\$ 58,500	\$ 68,500	\$ 68,500
UNALLOCATED	\$ 31,717	\$ 22,555	45.1%	\$ 50,000	\$ 50,000	\$ 35,200
TOTAL - HAFA GENERAL ADMINISTRATION EXPENDITURES	4,207,831	1,031,105	38.0%	2,710,647	2,710,647	3,031,496
<b>FIRE STATION EXPENDITURES (336.20 - 336.24)</b>						
CENTRAL STATION - #20	29,084	13,571	35.6%	38,101	38,101	39,801
OCEOLA TOWNSHIP STATION - #22	12,182	7,595	42.4%	17,901	17,901	18,501
MARION TOWNSHIP STATION - #23	5,160	3,092	25.8%	12,001	12,001	12,601
COHOCTAH TOWNSHIP STATION - #24	7,817	3,708	28.5%	13,001	13,001	13,101
TOTAL EXPENDITURES (BEFORE ESTIMATED FUND BAL.)	4,262,073	1,059,071	37.9%	2,791,651	2,791,651	3,115,500
<b>FUND 101 - GENERAL FUND</b>						
CHANGE IN FUND BALANCE	\$ (81,464)	\$ 606,489		\$ 7,954	\$ 7,954	\$ -
FUND BALANCE - BEGINNING OF THE YEAR	\$ 2,963,971	\$ 2,882,507		\$ 2,882,507	\$ 2,882,507	\$ 2,890,461
PROJECTED ENDING FUND BALANCE	\$ 2,882,507	\$ 3,488,996		\$ 2,890,461	\$ 2,890,461	\$ 2,890,461
<b>FUND 206 - RESERVES FUND</b>						
TOTAL FIRE FUND RESERVES - REVENUES	\$ 195,994	\$ 520	0.1%	\$ 351,000	\$ 351,000	\$ -
TOTAL HAFA FUND EXPENDITURES (BEFORE EST. FUND BAL.)	\$ 475,597	\$ -	0.0%	\$ -	\$ -	\$ 184,000
CHANGE IN FUND BALANCE	\$ (279,603)	\$ 520		\$ 351,000	\$ 351,000	\$ (184,000)
FUND BALANCE - BEGINNING OF THE YEAR	\$ 824,821	\$ 545,218		\$ 545,218	\$ 545,218	\$ 896,218
PROJECTED ENDING FUND BALANCE	\$ 545,218	\$ 545,738		\$ 896,218	\$ 896,218	\$ 712,218

**HOWELL AREA FIRE AUTHORITY  
FY21 PRELIMINARY BUDGET**

	Audited Actual 6/30/19	YEAR TO DATE 1/31/20	% Of Budget Used	FY20 Original Approved Budget	FY20 1st Amended Budget	Preliminary Budget FY21
<b>FUND 296 - BUILDING RESERVES FUND</b>						
<b>BUILDING RESERVE FUND - REVENUES</b>						
TOTAL BUILDING RESERVES FUND - REVENUES	\$ 454	\$ 514	0%	\$ -	\$ -	\$ -
TOTAL BLDG RESERVE EXPENDITURES (BEFORE EST. FUND BAL.)	\$ 881,487	\$ 90	0%	\$ -	\$ -	\$ -
CHANGE IN FUND BALANCE	\$ (881,033)	\$ 424		\$ -	\$ -	\$ -
FUND BALANCE - BEGINNING OF THE YEAR	\$ 890,822	\$ 9,789		\$ 9,789	\$ 9,789	\$ 9,789
PROJECTED ENDING FUND BALANCE	\$ 9,789	\$ 10,213		\$ 9,789	\$ 9,789	\$ 9,789
<b>FUND 298 - RETIREE HEALTH CARE RESERVES FUND</b>						
<b>TOTAL RHCRF RESERVES FUND - REVENUES</b>						
TOTAL RHCRF RESERVES FUND - REVENUES	\$ 16,932	\$ -	0.0%	\$ 75,000	\$ 75,000	\$ -
TOTAL RHCRF RESERVE EXPENDITURES (BEFORE EST. FUND BAL.)	\$ (350,923)	\$ -	0.0%	\$ -	\$ -	\$ -
CHANGE IN FUND BALANCE	\$ 367,855	\$ -		\$ 75,000	\$ 75,000	\$ -
FUND BALANCE - BEGINNING OF THE YEAR	\$ 251,522	\$ 619,377		\$ 619,377	\$ 619,377	\$ 619,377
PROJECTED ENDING FUND BALANCE	\$ 619,377	\$ 619,377		\$ 694,377	\$ 694,377	\$ 619,377



## MEMORANDUM

**TO:** TOWNSHIP AND CITY COUNCIL BOARD MEMBERS  
**FROM:** ANDREW PLESS, FIRE CHIEF  
**DATE:** MARCH 2<sup>ND</sup>, 2020  
**RE:** HOWELL AREA FIRE AUTHORITY  
FIFTH AMENDED – ARTICLES OF INCORPORATION

Hafa was created in 2003 with the City of Howell and the Townships of Howell, Ocoola, Cohoctah and Marion. At that time the Authority was still funded by the individual Municipalities through their general funds. Since FY 2004 the Authority has been Millage Funded and continues to be funded in that manner.

Our current Articles of Incorporation require the Fire Chief to prepare a budget by March 1<sup>st</sup> of each year. The tax revenues must be determined prior to tax tribunals, which has been difficult at best. The Chief must then take the Budget to the Personnel Committee, Budget Committee, Fire Authority Board, and then out to each of the units for approval before coming back to the Authority Board for final approval. All before June. This process involves sometimes over 9 meetings with many of the same individuals looking at the budget.

Attached is a draft amendment amending Article XII, Section C. This amendment would allow the Fire Authority Board to approve the annual budget as long as the Authority is fully funded by a voter approved millage. Township and City Boards would retain the right to approve the budget should the event occur where the Townships and City were funding the Authority with their General funds.

**ACTION REQUESTED:**

A motion to approve the Fifth Amended and Restated Articles of Incorporation of The Howell Area Fire Authority.

~~FIFTH~~~~FOURTH~~ AMENDED AND RESTATED  
ARTICLES OF INCORPORATION  
OF THE  
HOWELL AREA FIRE AUTHORITY

THESE ~~FIFTH~~~~FOURTH~~ AMENDED AND RESTATED ARTICLES OF INCORPORATION are adopted by the City of Howell, the Township of Cohoctah, the Township of Marion, the Township of Oceola and the Township of Howell, each a municipal corporation located in the County of Livingston, State of Michigan, for the purposes of creating, establishing and incorporating an authority under and pursuant to the provisions of Act 57, Public Acts of Michigan, 1988, as amended ("Act 57").

ARTICLE I

NAME AND OFFICE

The name of this Authority shall be and is the "Howell Area Fire Authority," hereinafter sometimes referred to as the "Authority." The principal office of the Authority shall be located at 1211 W. Grand River, Howell, Michigan, or at such other location as may be designated by the Board (as defined in Article VIII herein).

ARTICLE II

DEFINITIONS

The terms "authority," "emergency services," "incorporating municipality," "municipal emergency services," and "municipality," as used in these Articles of Incorporation shall be as now or hereafter defined in Section 1 of Act 57.

Other terms shall have such meaning as may be specified in the various provisions of these Articles of Incorporation.

### ARTICLE III

#### INCORPORATING MUNICIPALITIES

The incorporating and creating municipalities of this Authority are the City of Howell, the Township of Cohoctah, the Township of Marion, the Township of Oceola, and the Township of Howell in the County of Livingston, Michigan, which are hereby designated as the “incorporating municipalities.”

### ARTICLE IV

#### PURPOSE

The purpose of this Authority shall be and is to provide fire protection and other emergency health and safety services in accordance with the authorization contained in Act 57, Public Acts of Michigan, 1988, as amended (“Act 57”). The Authority may provide such services within or without its jurisdiction described in Article V hereof as may be authorized pursuant to contract with the Authority by any municipality in accordance with Act 57.

### ARTICLE V

#### POWERS

This Authority shall be a body corporate with power to sue or to be sued in any court in the State of Michigan. Its jurisdiction shall include all of the total territory embraced within the

corporate boundaries of its incorporating municipalities as now constituted or as hereafter expanded through annexation, consolidation or change of municipal identity. The Authority shall possess all of the powers now or hereafter granted by Act 57, or by any other applicable statute of the State of Michigan and by these Articles, and those incident thereto. In addition, it shall possess all powers necessary to carry out its purposes and those incident thereto. The enumeration of any powers herein shall not be construed as a limitation upon its general powers unless the context shall clearly indicate otherwise. The Authority may adopt a corporate seal, and may alter the seal, and use it by causing it or a facsimile thereof to be affixed, impressed, or reproduced in any other manner.

#### ARTICLE VI

##### TERM

This Authority shall continue in existence perpetually or until dissolved pursuant to Article XX hereof.

#### ARTICLE VII

##### FISCAL YEAR

The fiscal year of the Authority shall commence on the first day of July in each year and shall end on the 30<sup>th</sup> day of June of the following year.

ARTICLE VIII

GOVERNING BOARD

The Authority shall be directed and governed by a five member Board of Trustees, known as the "Howell Area Fire Authority Board," and hereinafter sometimes referred to as the "Board," which shall be made up of one member selected by the governing both of each incorporating municipality (for a total of five members), each of whom shall be a qualified elector residing within the territorial boundaries of his or her respective municipality and shall be an elected official of such municipality. Each member shall serve as long as they are qualified until replaced by their governing body. The governing body of each incorporating municipality may appoint an alternate member who may attend meetings and vote and otherwise act at such meetings in the absence of the member appointed by such governing body. Such alternate members must meet the requirements of this Article VIII.

A member of the Board shall not be a member of an emergency services entity of any incorporating or nonincorporating municipality at the time the duties of said entity are transferred to or assumed by the Authority. A member of the Board shall not be a member or employee of any emergency service operated by the Authority.

Within thirty (30) days after the effective date of the incorporation of the Authority, the members of the first Board shall qualify by taking the constitutional oath of office and shall meet for the purposes of organization. At such organizational meeting, the Board shall select a Chairperson, a Vice Chairperson and a Secretary, each of whom shall be a member of the Board,

and a Treasurer, who may or may not be a member of the Board. At such organizational meeting, the Board may also select an Assistant Secretary and an Assistant Treasurer, each of whom shall not be a member of the Board. Such officers shall serve until the organizational meeting of the following fiscal year, which shall be held annually in July of each year as designated by the Board, or until their respective successors shall be selected and qualify. No selection to the Board and no selection of an officer of the Board shall be deemed to be invalid because it was not made within or at the time specified in these Articles. Any Board member may be removed at any time for cause or without cause by an action of the governing body of the municipality that such Board member represents.

The Third Restated and Amended Article VIII shall become effective July 1, 2007

#### ARTICLE IX

#### COMPENSATION

The members of the Board shall be compensated at the rate provided in the budget for the Authority for each fiscal year. Each member of the Board shall be entitled to reimbursement for all expenditures made by him or her in carrying out official duties as may be approved by the Board and to the extent authorized by the budget for the Authority for each fiscal year. The Assistant Secretary and the Assistant Treasurer, if any, and the Treasurer shall be construed to be members of the Board even though they may not in fact be members of the Board, for purposes of this Article.

## ARTICLE X

### VACANCY

In the event of a vacancy on the Board, the governing body of the municipality selecting such representative shall fill the vacancy as expeditiously as possible and in no event to exceed ninety (90) days from the date such vacancy occurs. In the event of a vacancy in any office of the Board, such vacancy shall be filled by the Board for the unexpired term. In the case of the temporary absence or disability of any officer, the Board may appoint some person temporarily to act in his or her stead except that in the event of the temporary absence or disability of the Chairperson, the Vice Chairperson shall so act.

## ARTICLE XI

### MEETINGS

Meetings of the Board shall be held as required and at least quarterly at such time and place as shall be prescribed by resolution of the Board. Each member of the Board shall have one vote. Special meetings of the Board may be called by the Chairperson or any two members thereof, by serving written notice of the time, place and purpose thereof, upon each member of the Board, personally, or by leaving it at his or her place of residence at least twenty-four (24) hours prior to the time of such meeting, or by depositing the same in the United States Post Office or a mail box within the limits of the Authority, at least seventy-two (72) hours prior to the time of such meeting, enclosed in a sealed envelope properly addressed to such member at his or her home or office address with postage fully prepaid. Any meeting of the Board shall be held, and any notice therefore shall be given, in accordance with the provisions of Act 267,

Public Acts of Michigan, 1976, as amended. Any member may waive notice of any special meeting either before or after the holding thereof. At least a majority of the members of the Board shall be required for a quorum. The Board shall act by motion, resolution, or ordinance. A vote of the majority of the members of the Board who are present at any meeting at which a quorum is present and who are authorized to vote on such matters shall be sufficient for passage.

The Board shall have the right to adopt rules governing its procedure which are not in conflict with the terms of any statute of the State of Michigan or of these Articles of Incorporation. The Board shall keep a journal of its proceedings, which journal shall be signed by the Chairperson and open to the public. All votes shall be "Yes" or "No," provided that where the vote is unanimous, it shall only be necessary to so state.

## ARTICLE XII

### BOARD AND OFFICER DUTIES

#### A. Board Positions

The Chairperson of the Board shall be the presiding officer thereof. Except as herein otherwise provided, the Chairperson shall not have any executive or administrative functions other than as a member of the Board. In the absence or disability of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson. The Secretary shall be the recording officer of the Board. The Treasurer shall be the custodian of the funds of the Authority and shall give to it a bond conditioned upon the faithful performance of the duties of his or her office. All moneys shall be deposited in a financial institution or financial institutions, to be designated by



the Board, and all checks or other forms of withdrawal therefrom shall be signed by two persons, which persons shall be the Secretary, the Treasurer or the chief administrative employee of the Authority, or their respective designees. All authorized signatories shall give a bond conditioned upon the faithful performance of the prescribed duties. The cost of such bonds shall be paid by the Authority. The officers of the Board shall have such other powers and duties as may be conferred upon them by the Board and Act 57.

**B. Budget Process During Periods Not Funded in Whole by Property Tax Levy**

For so long as the Authority is not financed in whole by a Property Tax Levy as provided in Section 12 of Act 57 and Article XVI (B) of these articles, the mandates of this paragraph shall apply to the Authority's budgeting process. The Board shall prepare a proposed annual operating and capital budget reflecting the projected revenues and projected expenditures of the Authority for the next fiscal year beginning July 1. The Board shall adopt the proposed budget by a majority vote of the members of the Board in such a manner as to assure submission of the adopted tentative budget to the incorporating municipalities no later than January 1 of each year. After the approval of the proposed budget by the governing bodies of a two-thirds majority of the incorporating municipalities, the Board shall give final approval to the Authority budget for the next fiscal year. The budget may be amended from time to time upon approval by the governing bodies of a two-thirds majority of the incorporating municipalities.

**C. Budget Process During Periods Funded in Whole by Property Tax Levy**

During any period in which the Authority is financed in whole by a Property Tax Levy as

provided in Section 12 of Act 57 and Article XVI (B) of these Articles, the mandates of this paragraph shall apply to the Authority's budgeting process, and shall supersede the mandates of paragraph (B) of this Article. The Board shall prepare a proposed annual operating and capital budget reflecting the projected revenues and projected expenditures of the Authority for the next fiscal year beginning July 1. The Board shall adopt the proposed budget by a two-thirds majority vote of the members of the Board no later than June 1 of each year. ~~in such a manner as to assure submission of the adopted tentative budget to the incorporating municipalities no later than April 1 of each year. After the approval of the proposed budget by the governing bodies of a two-thirds majority of the incorporating municipalities, the Board shall give final approval to the Authority budget for the next fiscal year. The budget may be amended from time to time upon approval by the governing bodies of a two-thirds majority of the incorporating municipalities.~~ The budget may amended or also be adjusted from time to time by a two-thirds majority vote of the entire Authority Board, ~~provided that said adjustments do not increase the total amount of expenditures in the budget previously approved by the governing bodies of the incorporating municipalities.~~

#### D. Accounting and Budgeting Practices

The accounting and budgeting practices of the Authority shall conform with standard accounting practices, the Uniform Budgeting and Accounting Act, Act 2, Public Acts of Michigan, 1968, as amended, and all other applicable provisions of law.

### ARTICLE XIII

#### PROPERTY

The Authority shall possess all the powers necessary to carry out the purposes thereof and that incident thereto. It may acquire property by purchase, lease, gift, devise or condemnation, either within or without its corporate limits, and may hold, manage, control, sell, exchange or lease such property. For the purpose of condemnation, it may proceed under the provisions of Act 149, Public Acts of Michigan 1911, as now or hereafter amended, Act 87, Public Acts of Michigan, 1980, as now or hereafter amended, or any other appropriate statute.

As soon as practicable after the effective date of the Authority, the Authority shall acquire the fire protection vehicles and equipment owned by the City of Howell on such date. In lieu of such acquisition, the Authority may lease such vehicles and equipment from the City of Howell. The purchase price and other terms of acquisition or the lease payments and other terms of the lease shall be set forth in an agreement between the City of Howell and the Authority.

#### ARTICLE XIV

##### CONTRACTS TO PROVIDE EMERGENCY SERVICE

The Authority may enter into a contract with any incorporating municipality for the provision of emergency services in the incorporating municipality, as authorized and provided in Act 57. The Authority may also enter into contracts with a city, village, or township that is not an incorporating municipality for the provision of emergency services, as authorized and provided in Act 57. No contracts shall be for a period exceeding thirty (30) years.

#### ARTICLE XV

## TRANSFER OF MUNICIPAL EMERGENCY SERVICES

An incorporating municipality may transfer any municipal emergency service to the Authority by contract.

### ARTICLE XVI

#### FINANCING THE AUTHORITY

A. Financial Contribution From Each Incorporating Municipality

The Board shall determine the amount of each incorporating municipality's financial contribution to the approved Authority budget for the following fiscal year, pursuant to a formula accounting for historical usage. The formula shall be based upon the total number of runs made in each incorporating municipality as a percentage of the total number of runs made in all of the incorporating municipalities, according to the most recently completed five fiscal years of report data. For purposes of this paragraph, a "run" shall be defined as the use of personnel, vehicles or other rolling stock by the Authority in connection with a call to provide emergency services.

The contribution of each incorporating municipality shall take into account the projected revenues to be received from other sources, including, but not limited to, revenues to be received from contracts with nonincorporating municipalities pursuant to Article XIV herein. So long as the Authority is not levying a tax pursuant to Section B of this Article, the Authority may account separately for the cost of services provided to any portion of an incorporating municipality that is receiving fire protection services from an entity other than the City of Howell as of the effective date of the Authority.

In applying this formula, the overall percentage cost allocations for each of the incorporating municipalities must together equal 100%.

Each incorporating municipality shall pay to the Authority not less than 1/4<sup>th</sup> of its total calculated financial contribution for each fiscal year on the first day of July, October, January and April of such fiscal year.

The formula set forth in this Article may be changed if approved by resolution of the governing body of each incorporating municipality and the Board.

B. Property Tax Levy by Authority

Subject to the terms and conditions provided in Section 12 of Act 57, the Authority may levy a tax on all of the taxable property within the limits of the Authority for the purposes provided in Act 57. Such tax, however, shall not be levied without the approval of a majority of the registered electors residing within the limits of the Authority and qualified to vote and voting on such tax at a general or special election conducted in accordance with the provisions of Act 57.

C. Property Tax Levy by Incorporating Municipality or Municipality Granted Taxing Authority Under State Law

Any incorporating municipality or a municipality otherwise granted taxing authority under the laws of the State of Michigan may levy a tax on all of the taxable property within the limits of the political subdivision, and appropriate, grant, or contribute the proceeds of the tax to

the Authority for the purposes of Act 57 or to provide sufficient money to fulfill its contractual obligation to the Authority.

D. Other Sources of Revenue

The sources of revenue for financing the Authority specified herein are non-exclusive. The Authority, the incorporating municipalities and any nonincorporating municipalities may provide for their respective financial contributions to the Authority from all other sources of revenue authorized by law.

ARTICLE XVII

COOPERATIVE AGREEMENTS

The Authority may enter into other agreements with any incorporating municipalities and nonincorporating municipalities, pursuant to Act 57; the Urban Cooperation Act, Act 7, Public Acts of Michigan, 1967, as amended; Act 33, Public Acts of Michigan, 1951, as amended; or any other applicable Michigan law for purposes of, among other things, providing emergency services to such incorporating municipalities and nonincorporating municipalities and their residents and raising funds to pay for such services.

ARTICLE XVIII

FINANCING IMPROVEMENTS

The Authority may acquire, construct, purchase, improve, enlarge or extend buildings for the provision of emergency services, and the necessary sites therefor, together with appurtenant properties and facilities necessary or convenient for the effective use thereof, and furnish and

equip the same.

The incorporating municipalities and nonincorporating municipalities, if any, shall take whatever action is legally necessary for the purpose of obtaining funds to finance the cost of acquiring, constructing, purchasing, improving, enlarging, or extending buildings for the provision of emergency services, and the necessary sites therefor, together with appurtenant properties and facilities necessary or convenient for the effective use therefor, or furnishing or equipping the same, including, but not limited to, any and all action required to establish a joint building authority pursuant to Act 31, Public Acts of Michigan, 1948, as amended. The incorporating municipalities and nonincorporating municipalities, if any, shall, if necessary, pledge their full faith and credit toward the repayment of any obligations incurred to obtain funds to finance the cost of the improvements described in this Article.

#### ARTICLE XIX

##### WITHDRAWAL OF INCORPORATING MUNICIPALITY

An incorporating municipality may withdraw from the Authority by resolution of the municipality's legislative body approving the withdrawal, a certified copy of which resolution shall be provided to the Board at least 12 months prior to the beginning of a new fiscal year for the Authority. Such new fiscal year shall serve as the effective date for the withdrawal. A municipality that withdraws from the Authority shall continue to be subject to any tax levied in its jurisdiction under Section 12 of Act 57 for the duration of the period of that tax as determined pursuant to Section 12(3) of Act 57.

A municipality that withdraws from the Authority shall remain liable for a proportion of the debts and liabilities of the Authority incurred while the municipality was a part of the Authority. The proportion of the Authority's debts for which a municipality remains liable as a result of its withdrawal from the Authority shall be determined by dividing the state equalized value of the real property in the municipality by the state equalized value of all real property in the Authority on the effective date of the withdrawal.

Any property owned by the Authority, which is in the possession of the withdrawing municipality or in the possession of personnel who will no longer remain with the Authority as a result of the municipality's withdrawal from the Authority, shall be returned to the Authority before the effective date of the withdrawal. The withdrawing municipality shall not be entitled to the return of any credit for any property or money it transferred to or paid to the Authority prior to the withdrawal except as described in the remainder of this article.

In the event that the Authority has made more than \$200,000.00 in improvements to a fire station owned by a member municipality, that municipality shall, upon withdraw, reimburse the Authority for the actual cost of said improvements, minus a credit to the municipality for the percentage of said improvements to the fire station financed by that municipality. The credit shall be determined as being equal to the percentage of the total Authority's budget, which was contributed by said municipality, as averaged over the prior five years before construction of said improvements.



## ARTICLE XX

### DISSOLUTION OF THE AUTHORITY

The Authority may be dissolved by the concurring resolution of the governing bodies of a two-thirds majority of the incorporating municipalities of the Authority at the time of such dissolution. Prior to dissolution of the Authority any outstanding indebtedness of the Authority shall be paid. Any assets of the Authority remaining after the payment of any such outstanding indebtedness shall be distributed to the incorporating municipalities of the Authority at the time of the dissolution based upon each incorporating municipality's most recent financing contributions to the Authority, calculated pursuant to the formula provided in Article XVI herein.

Notwithstanding the foregoing, the Authority shall not be dissolved if such a dissolution could or would operate as an impairment in any respect of any its contractual obligations; provided, however, that the Authority may be dissolved where the outstanding indebtedness of the Authority exceeds the assets of the Authority, if the net indebtedness is assumed and paid by the incorporating municipalities then participating in the Authority based upon each incorporating municipality's most recent financing contribution to the Authority, calculated pursuant to the formula provided in Article XVI herein.

## ARTICLE XXI

### EMPLOYEES

Subject to the terms and conditions provided in Section 10 of Act 57, the Authority may employ such personnel and employees as it may consider desirable and may retain from time to

time the services of attorneys, accountants, and other consultants as the Authority considers necessary to carry out the purpose of the Authority.

Employees of a municipal emergency service whose duties are transferred to the Authority shall be given comparable positions of employment with the emergency service established by the Authority, and shall maintain their seniority status and all benefit rights of the position held with the municipal emergency service before such transfer, subject to the exceptions and provisions of Section 10 of Act 57. The Authority shall have all the powers provided by Section 10 of Act 57, and be subject to all of the provisions, restrictions, and limitations therein with respect to employment.

The Board shall appoint a Fire Chief of the Authority, who shall be the chief administrative employee of the Authority. The Fire Chief shall administer the activities conducted and services provided by the Authority on a daily basis as may be more fully determined by the Board. The fire chief of the City of Howell on the effective date of the Authority shall serve as Fire Chief of the Authority so long as he remains fire chief of the City of Howell.

The Authority shall enter into an agreement with the City of Howell pursuant to which the fire chief of the City of Howell on the effective date of the Authority shall render services to the Authority while remaining an employee of the City of Howell. Pursuant to such agreement, the Authority shall be obligated to reimburse the City of Howell for services provided by such individual, so long as such individual remains as fire chief of the City of Howell, as more fully

set forth in such agreement. The Authority shall not be obligated to obtain services from any other individual employed by the City of Howell except as agreed to in writing by the Authority.

## ARTICLE XXII

### AUDIT

The Board shall cause an annual audit to be made of the books, records, and financial transactions of the Authority by a certified public accountant. Three copies of the audit report prepared by the certified public accountant shall be furnished to each participating member. The books and records of the Authority shall be open for inspection by any participating member at all reasonable times.

## ARTICLE XXIII

### FEDERAL OR STATE GRANTS IN AID

The Authority shall have the power to apply for and accept grants, loans, or contributions from the United States of America or any agency or instrumentality thereof, the State of Michigan or other public or private agencies; and to do any and all things necessary or desirable to secure such financial or other aid or cooperation in carrying out any of the purposes of Act 57.

## ARTICLE XXIV

### INVESTMENT

The Treasurer of the Authority when authorized by resolution of the Board may invest general funds of the Authority. Such investment by the Treasurer shall be made in compliance with the laws of the State of Michigan.

ARTICLE XXV

EXEMPTION FROM TAXATION

The property of the Authority shall be exempt from all taxation and assessment and no writ of attachment or writ of execution shall be levied upon the property of the Authority.

ARTICLE XXVI

PUBLICATION

These Articles shall be published once in a newspaper of general circulation within the territory of the Authority. One printed copy of such Articles of Incorporation, certified as a true copy thereof, with the date of publication, shall be filed with the Secretary of State within thirty (30) days after the execution thereof has been completed.

The Secretary of the Authority is hereby designated as the person to cause these Articles to be published, certified and filed as aforesaid.

ARTICLE XXVII

EFFECTIVE DATE

The Authority shall become effective upon the filing of certified copies of these Articles with the Secretary of State, as provided in the preceding Article.

ARTICLE XXVIII

AMENDMENT

These Articles of Incorporation may be amended at any time so as to permit any county, city, village or township to become an incorporating municipality of the Authority, if such amendment to and the Articles of Incorporation are adopted by the legislative body of such county, city, village or township proposing to become a member, and if such amendment is adopted by the legislative body of each incorporating municipality of which the Authority is composed. Other amendments may be made to these Articles of Incorporation at any time if adopted by the legislative body of each incorporating municipality of which the Authority is composed. Any such amendment shall be endorsed, published, and certified and printed copies thereof filed in the same manner as the original Articles of Incorporation, except that the filed and printed copies shall be certified by the recording officer of the Authority.

ARTICLE XXIX

MISCELLANEOUS

These Articles of Incorporation may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

The captions of these Articles of Incorporation are for convenience only and shall not be considered as part of these Articles of Incorporation or in any way limiting or amplifying the

terms and provisions hereof.

These Articles have been adopted by the City of Howell, the Township of Cohoctah, the Township of Marion, the Township of Oceola, and the Township of Howell, as set forth in the following endorsements, and in witness whereof, the Mayor and the City Clerk of the City of Howell, the Supervisor and the Township Clerk of the Township of Cohoctah, the Supervisor and the Township Clerk of the Township of Marion, the Supervisor and the Township Clerk of the Township of Oceola, and the Supervisor and the Township Clerk of the Township of Howell have endorsed thereon the statement of such adoption.

The foregoing ~~Fifth~~ Amended and Restated Articles of Incorporation were adopted by the township board of the Township of Oceola, Livingston County, Michigan, at a meeting duly held on the \_\_\_ day of \_\_\_\_\_, 2020~~17~~.

\_\_\_\_\_  
Supervisor, Township of Oceola

\_\_\_\_\_  
Clerk, Township of Oceola

The foregoing ~~Fifth~~ Amended and Restated Articles of Incorporation were adopted by the township board of the Township of Howell, Livingston County, Michigan, at a meeting duly held on the \_\_\_ day of \_\_\_\_\_, 2020~~17~~.

\_\_\_\_\_  
Supervisor, Township of Howell

\_\_\_\_\_  
Clerk, Township of Howell

The foregoing ~~Fifth~~ Amended and Restated Articles of Incorporation were adopted by the City of Howell, Livingston County, Michigan, at a meeting duly held on the \_\_\_ day of \_\_\_\_\_, 2020~~17~~.

\_\_\_\_\_  
Mayor, City of Howell

\_\_\_\_\_  
Clerk, City of Howell

The foregoing ~~Fifth~~ Amended and Restated Articles of Incorporation were adopted by the township board of the Township of Cohoctah, Livingston County, Michigan, at a meeting duly held on the \_\_\_ day of \_\_\_\_\_, 20~~20~~17.

\_\_\_\_\_  
Supervisor, Township of Cohoctah

\_\_\_\_\_  
Clerk, Township of Cohoctah

The foregoing ~~Fifth~~ Amended and Restated Articles of Incorporation were adopted by the township board of the Township of Marion, Livingston County, Michigan, at a meeting duly held on the \_\_\_ day of \_\_\_\_\_, 20~~20~~17.

\_\_\_\_\_  
Supervisor, Township of Marion

\_\_\_\_\_  
Clerk, Township of Marion



MEMO

To: Marion Township Board  
From: Bob Hanvey  
Subject: Late fees for sewer usage bills  
Date: April 23, 2020

At the April 15, 2020 MHOG Board meeting, the Board voted to waive the late fee on delinquent payments for water usage for the first quarter 2020 billing period only. Those bills are currently in the mail. They won't be delinquent until May 16, 2020.

I suggest that Marion Township pass a similar resolution to waive the late fee for sewer usage.

Budget Summary

Marion Township

July 1, 2020 - June 30, 2021

Revenues

Classification		Amounts		
Account Number	Account Description	Actual Prior Year 2018-2019	Current YTD 2019-2020	Anticipated Revenue 2020-2021
402-449	Taxes	376,401	3,918	400,000
450-500	Federal Grants			
528	Federal Revenue Sharing			
529-539	Other Federal Grants			
540-573	State Grants			
574-579	State Revenue Sharing	898,224	780,597	600,000
581-592	Grants from Local Units			
600-651	Charges for Services	149,147	101,668	125,000
655-663	Fines & Forfeits			
664-667	Interest & Dividends	11,217	8,860	10,000
668-671	Rents & Royalties	201,515	144,488	200,000
673	Sale of Fixed Assets			
674-678	Contributions	100	-	
676	Appropriations from other funds			
677-686	Reimbursements		6,756	
678-693	Refunds			
694-699	Other Revenue	4,348	3,603	
Balance on hand at beginning of year		2,131,108	2,508,410	2,559,703
TOTAL REVENUES		3,772,059	3,558,299	3,894,703

Signature and title of the person who compiled this proposed budget

Current State Equalized Valuation:

694,156,200

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

We hereby certify that the above is correct to the best of our knowledge:

TO: THE TAX ALLOCATION BOARD

The following amount will be required from local taxation

0.7750 mills

Supervisor: \_\_\_\_\_

Clerk: \_\_\_\_\_

TAXES VOTED BY ELECTORS:

Treasurer: \_\_\_\_\_

- 1. For Blds. & Site            \_\_\_\_ mills
- 2. For Debt Retirement       \_\_\_\_ mills
- 3. For Operation             \_\_\_\_ mills
- 4. For Roads                 \_\_\_\_ mills

## Budget Summary

Marion Township

July 1, 2019- June 30, 2020

### Expenditures

Classification		Amounts		
Account Number	Account Description	Actual Prior Year 2018-2019	Current YTD 2019-2020	Proposed Budget 2020-2021
101	Township Board	42,153	30,415	43,000
171	Supervisor's Office	47,546	39,955	50,000
191	Elections	31,113	15,970	25,000
209	Assessor	123,777	108,980	140,000
210	Attorney and Legal Fees	13,109	4,067	16,000
211	Professional Fees	26,598	21,358	35,000
215	Clerk's Office	84,729	72,509	88,500
247	Board of Review	2,280	2,482	2,800
253	Treasurer's Office	117,333	81,304	125,000
265	Building & Grounds	45,752	27,407	60,000
276	Cemetery	6,000	5,450	6,000
299	Unallocated	70,466	74,736	80,000
301	Police			
336	Fire			
371	Inspections & Buildings			
440	Public Works	23	19,941	10,000
445	Drains	7,834	5,004	15,000
446	Highways	96,721	47,430	270,000
450	Street Lighting			
526	Sanitary Landfill			
691	Library			
738	Recreation	116,083	79,881	120,870
801	Planning & Zoning	80,579	53,130	75,000
851	Payroll & Benefits expense	272,736	232,405	300,000
941	Contingencies			25,000
945	Debt Service			
954	Insurance & Bonds	78,816	76,172	80,000
Total Expenditures		1,263,650	998,596	1,567,170
Appropriations to other funds				
Other Uses				
Amounts needed for Contingencies				
Balance on hand at end of year		2,508,410	2,559,703	2,327,533
TOTAL EXPENDITURES AND OTHER USES		1,263,650	998,596	1,567,170



BY: MARK	REVISIONS	DATE
DATE: 12/20/2019	NO. 1	12/20/2019
<small>THIS PLAN IS THE PROPERTY OF THE ENGINEER AND ARCHITECT. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. NO PART OF THIS PLAN IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER AND ARCHITECT.</small>		
MARION TOWNSHIP HALL PARKING LOT		
PLAN		
DR. BY: MW	APP. BY:	PROJECT NO. 12257250220
DATE: MARCH 2020	FILE NO. 17	SHEET 07
SCALE: 1" = 30'		

PARKING SPACES				
EXISTING PARKING	#1	#2	#3	TOTAL
57	11	4	22	94



Opinion of Probable Cost  
Option #2  
Cut and Patch 25% Asphalt Plus Micro-Surface  
Marion Township Hall Parking Lot  
Marion Township  
Livingston County, MI  
April 21, 2015

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	920	Sq. Yd.	Pavement Removal	\$9.00	\$8,280.00
2.	150	Ton	HMA, 5E3 (3-Inches)	\$120.00	\$18,000.00
3.	2,700	Sq. Yd.	Micro-Surface	\$4.50	\$12,150.00
4.	2,000	Lin. Ft.	Crack Seal	\$3.50	\$7,000.00
5.	1	Lump Sum	Pavement Markings	\$2,000.00	\$2,000.00
6.	1	Lump Sum	Traffic Control, Modified	\$1,000.00	\$1,000.00
7.	1	Lump Sum	Sediment and Erosion Control	\$1,500.00	\$1,500.00
8.	1	Lump Sum	Site Restoration	\$1,000.00	\$1,000.00
9.	9	Each	Bumper Blocks	\$42.00	\$378.00
Sub-Total - Construction Cost					<u>\$51,308.00</u>
Contingencies (Approx. 25%)					\$12,827.00
Professional Services (Approx. 20%)					\$10,261.00
Construction Administration, Staking, and Inspection (Approx. 15%)					\$7,604.00
Materials Testing (Approx. 2%)					\$1,000.00
<b>Total Cost</b>					<b>\$83,000.00</b>



Opinion of Probable Cost  
Parking Spaces #1  
Marion Township Hall Parking Lot  
Marion Township  
Livingston County, MI  
March 30, 2020

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Pavement Markings	\$1,000.00	\$1,000.00
Sub-Total - Construction Cost					<u>\$1,000.00</u>
Contingencies (Approx. 25%)					\$250.00
<b>Total Cost</b>					<b>\$1,250.00</b>



Opinion of Probable Cost  
Parking Space #2  
Marion Township Hall Parking Lot  
Marion Township  
Livingston County, MI  
March 30, 2020

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	120	Ton	HMA, 5E3 (3-Inches)	\$120.00	\$14,400.00
2.	725	Sq. Yd.	Aggregate Base, 8", 21AA	\$18.00	\$13,050.00
3.	5	Sq. Yd.	Pavt, Rem	\$9.00	\$45.00
4.	782	Cu. Yd.	Excavation, Earth	\$10.00	\$7,820.00
5.	24	Cu. Yd.	Subgrade Undercutting, Type II	\$15.00	\$360.00
6.	55	Lin. Feet	Saw Cut	\$2.00	\$110.00
7.	1	Lump Sum	Pavement Markings	\$1,000.00	\$1,000.00
8.	1	Lump Sum	Traffic Control, Modified	\$1,000.00	\$1,000.00
9.	1	Lump Sum	Sediment and Erosion Control	\$1,500.00	\$1,500.00
10.	1	Lump Sum	Site Restoration	\$1,500.00	\$1,500.00
Sub-Total - Construction Cost					<u>\$40,785.00</u>
Contingencies (Approx. 25%)					\$10,196.00
Professional Services (Approx. 20%)					\$8,157.00
Construction Administration, Staking, and Inspection (Approx. 15%)					\$6,047.00
Materials Testing (Approx. 2%)					\$815.00
<b>Total Cost</b>					<b>\$66,000.00</b>



Opinion of Probable Cost  
Parking Spaces #3  
Marion Township Hall Parking Lot  
Marion Township  
Livingston County, MI  
March 30, 2020

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	206	Ton	HMA, 5E3 (3-Inches)	\$120.00	\$24,720.00
2.	951	Sq. Yd.	Aggregate Base, 8", 21AA	\$18.00	\$17,118.00
3.	208	Cu. Yd	Excavation, Earth	\$10.00	\$2,080.00
4.	208	Cu. Yd.	Embankment, CIP	\$8.00	\$1,664.00
5.	42	Cu. Yd.	Subgrade Undercutting, Type II	\$15.00	\$630.00
6.	216	Lin. Feet	Saw Cut	\$2.00	\$432.00
7.	1	Lump Sum	Pavement Markings	\$2,000.00	\$2,000.00
8.	1	Lump Sum	Traffic Control, Modified	\$1,000.00	\$1,000.00
9.	1	Lump Sum	Sediment and Erosion Control	\$1,500.00	\$1,500.00
10.	1	Lump Sum	Site Restoration	\$2,000.00	\$2,000.00
Sub-Total - Construction Cost					<u>\$53,144.00</u>
Contingencies (Approx. 25%)					\$12,905.00
Professional Services (Approx. 20%)					\$10,244.00
Construction Administration, Staking, and Inspection (Approx. 15%)					\$7,683.00
Materials Testing (Approx. 2%)					\$1,024.00
<b>Total Cost</b>					<b>\$85,000.00</b>





**Opinion of Probable Cost**  
**Option #1**  
**Pulverize And Overlay with 3" HMA**  
**Marion Township Hall Parking Lot**  
**Marion Township**  
**Livingston County, MI**  
**April 21, 2015**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	3,620	Sq. Yd.	HMA Base Crushing and Shaping	\$4.00	\$14,480.00
2.	600	Ton	HMA, 5E3 (3-Inches)	\$120.00	\$72,000.00
3.	1	Lump Sum	Pavement Markings	\$2,000.00	\$2,000.00
4.	1	Lump Sum	Traffic Control, Modified	\$1,000.00	\$1,000.00
5.	1	Lump Sum	Sediment and Erosion Control	\$1,500.00	\$1,500.00
6.	1	Lump Sum	Site Restoration	\$2,000.00	\$2,000.00
7.	9	Each	Bumper Blocks	\$40.00	\$360.00
Sub-Total - Construction Cost					<u>\$93,340.00</u>
Contingencies (Approx. 25%)					\$23,335.00
Professional Services (Approx. 20%)					\$18,669.00
Construction Administration, Staking, and Inspection (Approx. 15%)					\$14,001.00
Materials Testing (Approx. 2%)					\$1,655.00
<b>Total Cost</b>					<b>\$151,000.00</b>