

MARION TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING
Thursday, April 8, 2021
7:30 p.m.

**THIS MEETING WILL BE HELD IN PERSON WITH
ON LINE PARTICIPATION OPTIONS**

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

- 1) Approval of Agenda
- 2) Consent Agenda
 - a. Approval of March 25, 2021 Regular Meeting Minutes
 - b. March 23, 2021 HAPRA Meeting Minutes
 - c. Complaint Report
 - d. DPW Report
 - e. Zoning Report
- 3) Sewer Connection Contractors
- 4) Carlisle /Wortman-Master Plan Update(bring back with changes)
- 5) Township Parking Lot Bid Specs
- 6) 2021-22 Roads/Schafer Road Estimate
- 7) Marion Oaks Proposed Unit Changes
- 8) State and Local Fiscal Recovery Funds

Correspondence and Updates

Call to the Public
Adjournment

Reminder: Next Board Packet will be ready after 3pm on Thursday, April 15, 2021

DRAFT

**MARION TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING
MARCH 25, 2021**

MEMBERS PRESENT: Scott Lloyd, Greg Durbin, Sandy Donovan, Bob Harvey, Tammy Beal (remotely from second home), Les Andersen, and Dan Lowe

MEMBERS ABSENT: None

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

BOARD MEMBERS PRESENT

The board members introduced themselves.

CALL TO THE PUBLIC

Forrest Wyckoff, 3145 Cedar Lake Road, asked if the LCRC responded to the township's inquiry about why they're using limestone instead of 21AA. Bob Harvey said that the engineer was going to discuss that with the road commission and he's on vacation. Dan Lowe said he thought that 21AA wasn't available; Forrest Wyckoff said it is, just not in the immediate area.

APPROVAL OF AGENDA

Les Andersen motioned to approve the agenda. Scott Lloyd seconded. **Motion carried.**

CONSENT AGENDA

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

SEWER CONNECTION CONTRACTORS

No action on this item at this time.

TRI-STAR ESTIMATE

An estimate was received from Tri-Star to convert the light fixtures to LED. Dan Lowe said he thought the bulbs should be at least 5,000. Les Andersen motioned to approve the estimate from Tri-Star for \$2,475, with the employees specifying the brightness. Scott Lloyd seconded. Roll call vote: Dan Lowe, Scott Lloyd, Tammy Beal, Bob Harvey, Greg Durbin, Les Andersen, Sandy Donovan—all yes. **Motion carried 7-0.**

TOWNSHIP PARKING LOT BID SPECS

Bob Harvey said he received an email at 3:30 today from Phil Westmoreland regarding the parking lot. The surveyors will start on Friday or Monday. He is also still discussing Schafer Road with the LCRC.



COVID-19 PREPAREDNESS AND RESPONSE PLAN UPDATE

Les Andersen motioned to adopt a resolution approving the modified COVID-19 Preparedness and Response Plan, as presented. Sandy Donovan seconded. Roll call vote: Sandy Donovan, Greg Durbin, Bob Hanvey, Scott Lloyd, Tammy Beal, Les Andersen, Dan Lowe—all yes. **Resolution passed 7-0.**

2021-22 ROADS/2021 ROADSIDE PICKUP BID

Bob Hanvey said the contracts have been signed for Triangle Lake Road and Burkhart Road; they are still working on Schafer Road.

Les Andersen motioned to accept the proposal from Gorski Hauling for the 2021 spring roadside clean up with an estimated cost of \$3,000, as presented. Sandy Donovan seconded. Roll call vote: Tammy Beal, Les Andersen, Sandy Donovan, Greg Durbin, Dan Lowe, Bob Hanvey, Scott Lloyd—all yes. **Motion carried 7-0.**

TRANSFER OF SEWER REUs

The township received an inquiry from Allen-Edwin about transferring sewer REUs to Tamarack Place from property under different ownership. Bob Hanvey asked the board members for their thoughts on that process. The board members agreed that an attorney should review this. Greg Durbin motioned to have the attorney review this situation. Les Andersen seconded. **Motion carried.**

STATE AND LOCAL FISCAL RECOVERY FUNDS

Funds are available from the federal government through the state, and the estimate for Marion Township is \$1,102,415. The township would receive half within 90 days and the rest one year later. There are restrictions on what the funds can be used for. Dan Lowe and Les Andersen said the township needs more information. Tammy Beal said she asked the attorney to review.

Les Andersen motioned to take no action on this item at this time. Scott Lloyd seconded. **Motion carried.**

Bob Hanvey said he received an email from SEMCOG regarding the Peavy Road bridge repairs, scheduled for 2023. The total cost will be approximately \$1.5 million, with the federal government paying \$1 million and the LCRC the remainder.

CORRESPONDENCE & UPDATES

Scott Lloyd asked if the advertising signs on all of the street corners could be removed. Bob Hanvey said yes, it's been done in the past. The township can either call people to remove them or bring them back to the township hall for them to pick up.

Stephanie Shinaberry, 3090 Sesame, asked if the township has plans to pave Cedar Lake Road. The board members discussed the site distance review; Dan Lowe said the hill is a safety issue.

Scott Borchardt, 3389 Sesame, asked if the township had plans to bring back the recycle bins; the answer was no.

Les Andersen asked if the board needed to pass another motion to allow Jim Anderson to pursue having a presentation on farmland preservation for the Planning Commission; Bob Hanvey said it's not necessary.

Bob Hanvey said the Livingston County Board of Commissioners passed an emergency measure to allow municipalities to continue with online meetings.

The Master Plan was received and should be reviewed by all board members. Public hearings will have to be scheduled.

Les Andersen said he would like whomever the township chooses for the assistant assessor position to at least have a "level 3."

CALL TO THE PUBLIC

No response.

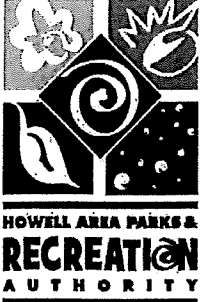
ADJOURNMENT

Les Andersen motioned to adjourn at 8:20 pm. Scott Lloyd seconded. **Motion carried.**

Submitted by: S. Longstreet

Tammy L. Beal, Township Clerk Date

Robert W. Hanvey, Township Supervisor Date



Howell Area Parks & Recreation Authority
Bennett Recreation Center

Regular Board Meeting Minutes

March 23, 2021

Call to Order

Chairman Sean Dunleavy called the meeting to order at 7:01 pm.

Pledge of Allegiance

Attendance

Chairman Sean Dunleavy, Vice Chair Diana Lowe, Secretary Tammy Beal, Treasurer Jean Graham, and Trustee Jeannette Ambrose

Absent

None

Staff

Director Tim Church , Kyle Tokan, Kevin Troshak, Jen Savage, Ann Marie Moran

Public

None

Agenda

Director Church would like to add the Beach/Park and Boat Launch Letter of Understanding to the agenda.

Jeannette Ambrose made a motion to approve adding the Beach/Park and Boat Launch Letter of Understanding to agenda, supported by Diana Lowe. **Motion carried 5-0.**

Jeannette Ambrose made a motion to add Closed Session to the agenda for the purpose of discussing a lease for real property by the Authority, supported by Jean Graham. **Motion carried 5-0.**

Diana Lowe made a motion to approve of the amended agenda, supported by Jeannette Ambrose. **Motion carried 5-0.**

Approval of Regular Minutes

Diana Lowe made a motion to approve the Regular Board minutes dated February 23, 2021 as presented, supported by Jeannette Ambrose. **Motion carried 5-0.**

Approval of Special Minutes

Diana Lowe made a motion to approve the Special Board minutes dated March 3, 2021 as presented, supported by Jeannette Ambrose. **Motion carried 5-0.**

Call to the Public

None heard.

Staff Comments

None heard

Face Mask Policy

Director Church asked the Attorney if he would come up with a policy and the language that was presented is what he came up with. Diana Lowe made a motion to adopt the Face Mask Policy as presented, supported by Tammy Beal. **Motion carried 5-0.**

Bank Statements Ending February 28, 2021

Looks good.

Financial Reports Ending February 28, 2021

Looks good, Jeannette Ambrose requested more information, Jen Savage will provide monthly spread sheets for the Board members in their packets.

Closed Session

Diana Lowe made a motion to go into a closed session at 7:26 pm, to discuss the written legal opinion of the Attorney on a proposed lease for real property by the Authority, supported by Jeannette Ambrose. Roll call vote: Lowe, Ambrose, Graham, Beal, Dunleavy-all yes. No-none. **Motion carried 5-0.**

Open Session

Diana Lowe made a motion to come out of closed session at 8:07 pm, supported by Jean Graham. **Motion carried 5-0.**

Office Furniture

Director Church explained the three quotes for office and lobby furniture. Tammy Beal motioned to accept the proposal from VariDesk for office furniture, file storage, office chairs and lobby furniture totaling \$20,292, supported by Diana Lowe. Roll call vote: Lowe, Ambrose, Graham, Beal, Dunleavy-all yes; no-none. **Motion carried 5-0.**

Oceola Community Center Lease Agreement

Tammy Beal motioned to have the Board proceed with the lease agreement for the Oceola Township Community Center with amendments as discussed in closed session, supported by Jean Graham. **Motion carried 5-0.**

Beach/Park and Boat Launch Agreement

Director Church explained that Howell City opted for Structure#1 as presented and wanted to clarify a few things. He said that it would allow one free pass to all HAPRA households, \$40 for one additional pass(only) and \$60 for non HAPRA members (one pass only). Jean Graham made a motion to approve the Letter of Understanding between the City of Howell and HAPRA for the operation of Scofield City Park, Beach Front and Boat Launch, supported by Diana Lowe. Roll call vote: Lowe, Ambrose, Graham, Beal Dunleavy-all yes. No-none. **Motion carried 5-0.**

Audio/Visual Lease Agreement

Jeannette Ambrose requested that we send this to our Attorney for his opinion. Motion by Jeannette Ambrose to postpone this item until the Attorney has a chance to look it over and give his opinion of it, supported by Diana Lowe. **Motion carried 5-0.**

Director's Report

- Soccer has 530 registered students and 120 on the waiting list.
- New sports Director starts on Monday.
- A preschool teacher was hired and registration is now open.
- The first Day Camp has 20 registered and Second Day Camp has 18 registered already.
- Dino-Egg Hunt had great reviews and a wonderful turn out.
- Staff will have an all-day staff meeting on March 31st.

Old Business

Jeannette Ambrose would like to tour the Dog Park and asked if anyone else wanted to join her.

New Business

Tonight there was a tour of the new facility and the keys will be turned over on Friday!

Next Meeting

The next meeting is rescheduled for Tuesday, April 20, 2021 at 7 pm at the new Oceola Community Center.

Motion to adjourn at 9:04 pm by Jeannette Ambrose supported by Tammy Beal. **Motion carried 5-0.**

Approved

Date

Respectfully Submitted by: Tammy L. Beal, Secretary

COMPLAINT LOG

Complaint #	Complainant Name	Offender Name	Complaint Details	Action Taken	Date Violation	Show Cause Date	Resolved
#02-21	Wendy Golding 1061 Peavy Rd Howell, MI 48843	Casa Villa Enterprises 850 Peavy Rd c/o	junk dumping on site	ltr sent 3-22-2021			
	248-496-6894	37603 Groesbeck Hwy Clinton Township MI, 48036					
#03-21	Lisa Kirk 2935 High Meadows 586-996-0075	Anthony Baldwin 2889 High Meadows	landscaping/construction business; yard litter/noise				
#04-21	Lisa Kirk 2935 High Meadows 586-996-0075	Anthony Baldwin 2889 High Meadows	multiple shipping/box truck containers; possibly growing marijuana				
#05-21	Lisa Kirk 2935 High Meadows 586-996-0075	Anthony Baldwin 2889 High Meadows	multiple abandoned vehicles				



Carlisle | Wortman

ASSOCIATES, INC.

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

MEMORANDUM

TO: Tammy Beal, Marion Township Clerk
FROM: John L. Enos, AICP, Township Planner
DATE: March 30, 2021
RE: Master Plan Update

As you know we have been working on an update to the Master Plan for the last couple years and are nearly complete. The Planning Enabling Act (PA 33 of 2008), as amended requires a Planning Commission to make and approve a Master Plan as a guide for development for the municipality. A Master Plan shall address land use and infrastructure issues and can project twenty (20) years into the future. Based on a number of additional reviews and meetings as requested by the Township, detailed development and coordination with a survey, updated graphics and tables the project has run over the original budget.

The following list highlights some of the additional items inserted in the plan:

- ✓ Public input via a web-based or other type of survey
- ✓ Only 4 meetings were proposed several more than that were needed to complete the draft.
- ✓ Update Census information to the most current available
- ✓ Coordination of the Master Plan with other Township plans and studies
- ✓ Future land uses along the D-19 Corridor
- ✓ Improve the format by making the document more concise and user-friendly
- ✓ Development of Future Land Use Plan in full accordance with PA 33 of 2008

Based upon the plan being almost completed we do not anticipate significant more costs with completing the plan. We would suggest budgeting an additional \$4,500 to complete the plan. We appreciate our long history with Marion Township and look forward to completion of the plan.

PROJECT AGREEMENT

JOB NUMBER: _____

This Agreement made and entered into this _____ day of _____, 2021 by and between the TOWNSHIP of MARION Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

WITNESSETH

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

**SCHAFFER ROAD
(BENTLEY LAKE ROAD TO D-19)
APPROXIMATELY 2.05 MILES
PLACE A DOUBLE CHIP SEAL WITH A FOG SEAL,
ALTOGETHER WITH THE NECESSARY RELATED WORK**

The parties agree as follows:

1. The Engineer's Opinion of Probable Cost is \$110,000. The Township shall pay the Road Commission 70% of the cost of the project not to exceed \$77,000. The remaining balance will be paid by the Livingston County Road Commission.
 - A. The balance shall be paid promptly as invoiced.
 - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
 - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The Road Commission shall hold the Township harmless from any liability arising from the work performed pursuant to this contract.
4. The work will be completed within the current contract year, unless the parties otherwise so agree.
5. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

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

TOWNSHIP OF MARION

BY: _____
ROBERT HANVEY, SUPERVISOR

TAMMY BEAL, CLERK

**BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF LIVINGSTON**

BY: _____
STEVEN J. WASYLK, MANAGING DIRECTOR

TERRY E. PALMER, DIRECTOR OF FINANCE

MEMO

From: Bob Hanvey

To: Marion Township Board

Subject: **Proposed** Marion Oaks unit configuration changes

Date: April 8, 2021

Rick Elkow is negotiating with Capital Homes to purchase part of the Marion Oaks development that is currently configured as duplex units and convert them into single-family, detached units. His engineer has submitted two proposed revisions to the Marion Oaks site plan for our consideration.

There are three site plans attached to this memo:

1. The current approved site plan.
2. Option One.
3. Option Two.

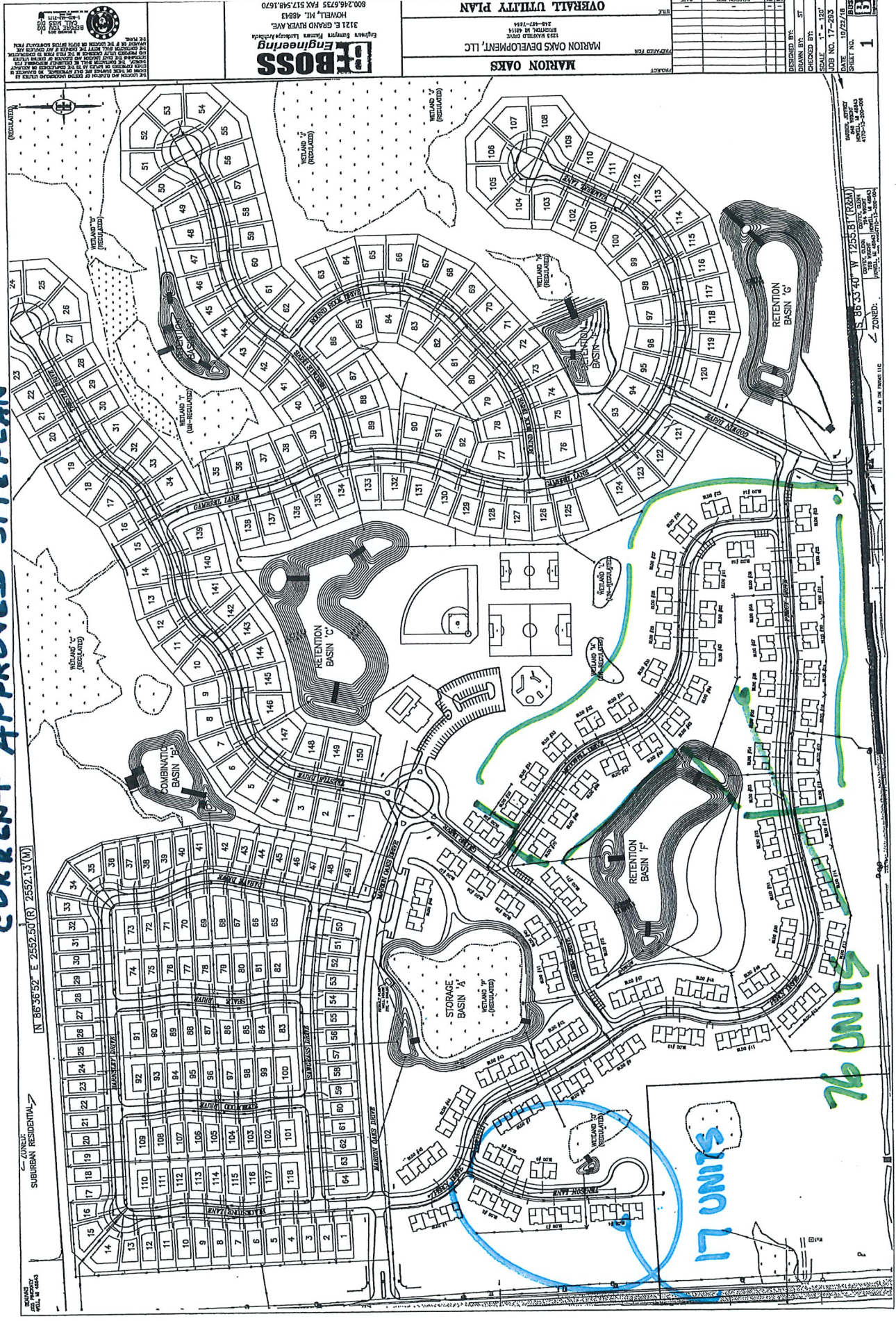
Option One deletes the 17 units of attached condos, circled in blue on the current plan, and adds those 17 units into the area circled in green on the current plan, yellow on Option One. The 38 duplex units would be converted to 76 detached units which along with the 17 would result in 93 detached units, circled in yellow on Option One. The 93-unit area would have a 10-foot total "side-yard" setback between units. The area in blue would not have the road built but would be left as open space.

Option Two leaves the 17 units of attached condos in place, circled in blue on the current plan, and changes the 38 duplex buildings, circled in green on the current plan, into 76 detached units, circled in yellow on Option Two, with a 20-foot total "side-yard" setback between units.

For both plans, "side-yard" is in quotes because the units are proposed to be part of the condo project with the attached units that do not have building envelopes. All the area outside of the actual building would be common open space as in the attached condos and would be in the same condo association.

This is being presented to the Township Board before the Planning Commission because the site plan is part of the Consent Judgment. If the Board decides to proceed, we have the option of asking for a review by the Planning Commission.

CURRENT APPROVED SITE PLAN



N 86°36'52" E 2552.50 (R) 2552.13 (M)

ZONED: SUBURBAN RESIDENTIAL

REVISIONS: SHEET NO. 17-283

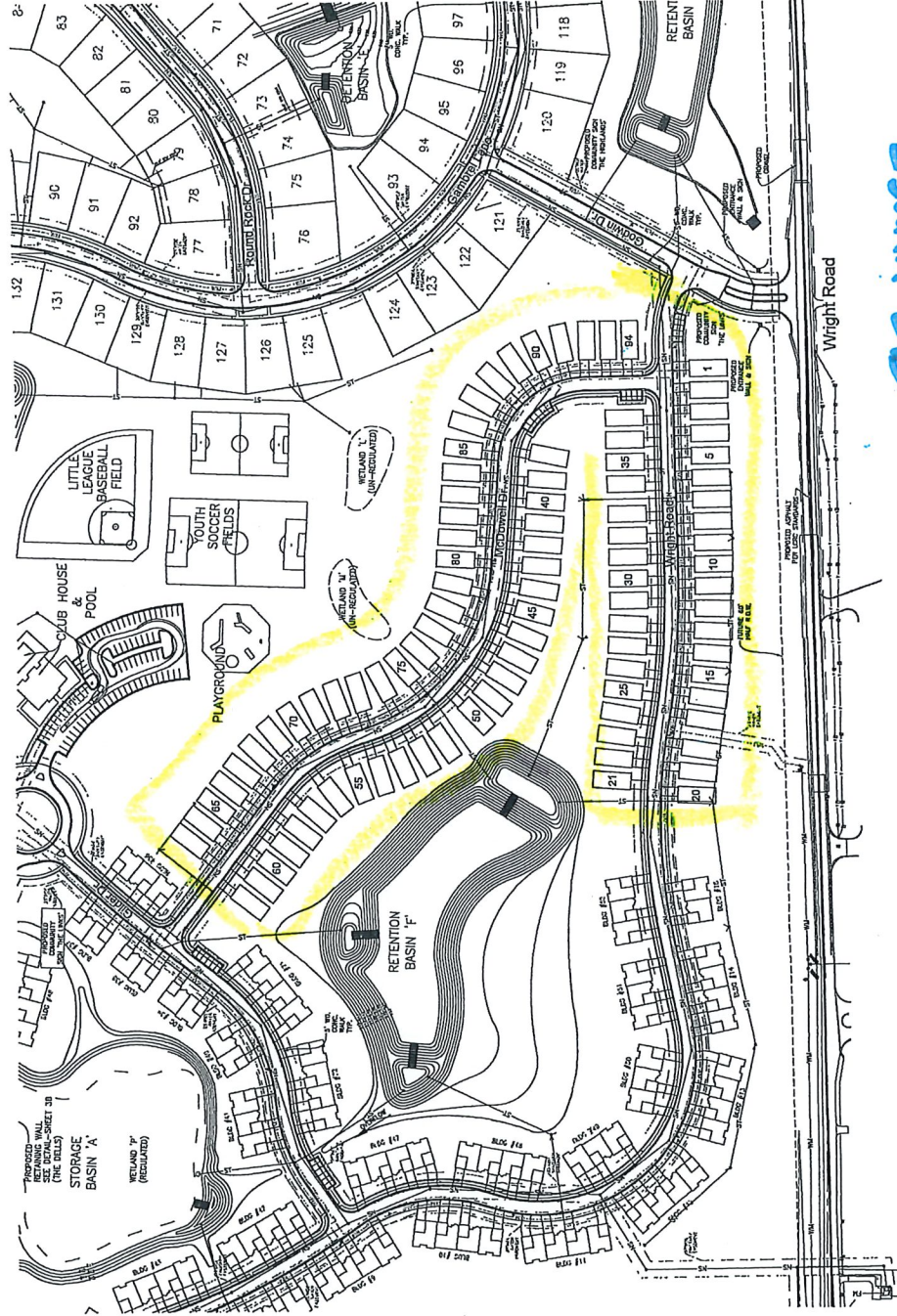
BEBOSS Engineering
 3121 E. GRAND RIVER AVE.
 HOWELL, MI 48843
 800.246.6755 FAX 517.548.1870

MARION OAKS DEVELOPMENT, LLC
 1235 MARION DRIVE
 HOWELL, MI 48843
 248-467-1194

OVERALL UTILITY PLAN
 DESIGNED BY: ST
 DRAWN BY: ST
 CHECKED BY: ST
 SCALE: 1" = 330'
 JOB NO. 17-283
 DATE: 07/27/2016
 SHEET NO. 17-283-1
 1

DATE: 07/27/2016
 SHEET NO. 17-283-1
 ZONED: SUBURBAN RESIDENTIAL
 PROJECT: MARION OAKS DEVELOPMENT, LLC
 17-283-1

OPTION ONE



93 LINES
(TENISON LAKE REMOVED)

ALLEN DESIGN
LAND SERVICES / LANDSCAPE ARCHITECTURE
557 CANTON • NORTONVILLE, VA 42417
• 248.427.4688 • Fax: 248.349.6259
Email: info@alldesign.com

Seal:

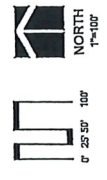
Title: Concept Plan A

Project: Residential Developer
Marion Township, Michigan
Prepared for:

Revision: Issued: March 5, 2021
Review

Job Number: 21429

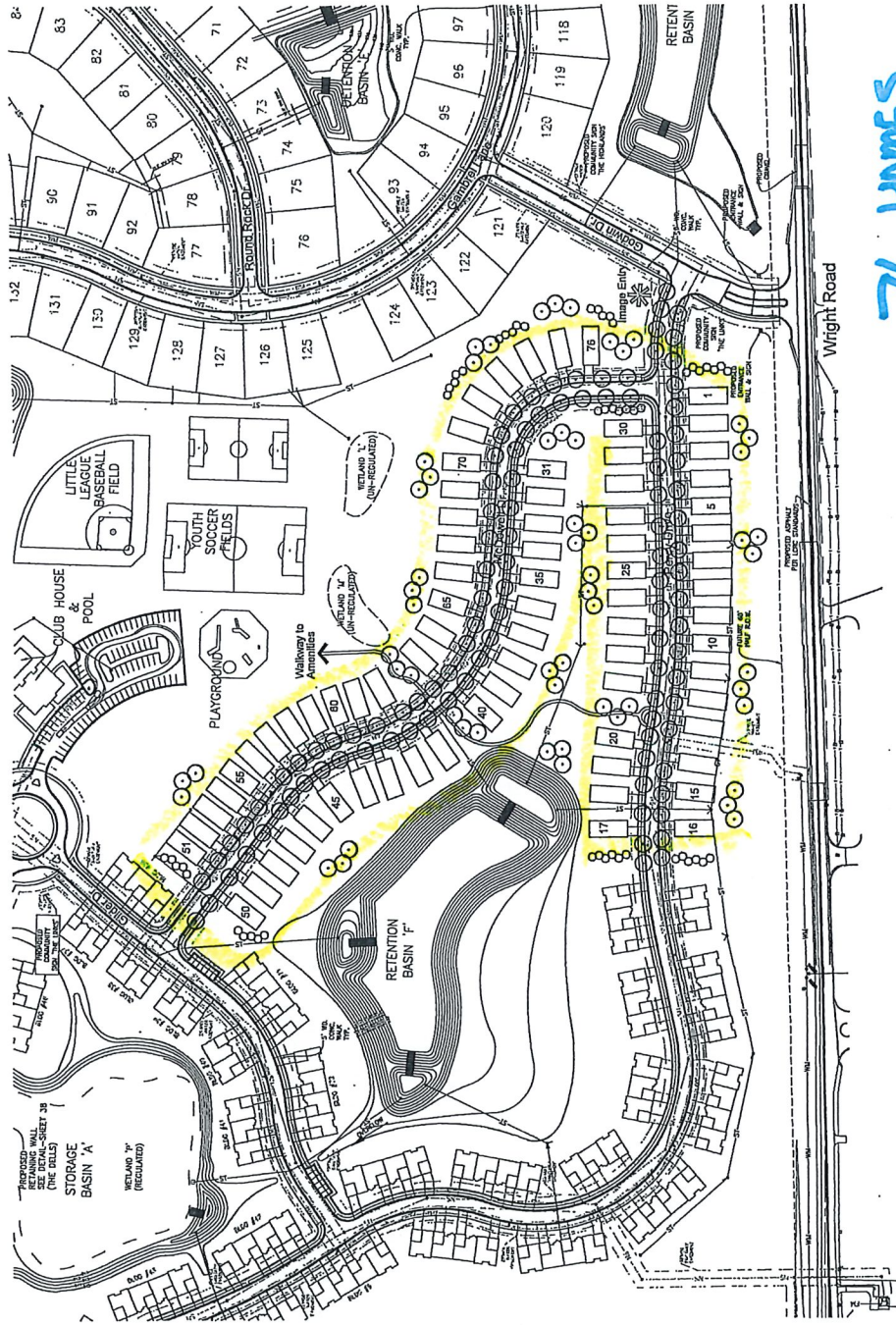
Drawn By: Checked B



Sheet No.

SP-1

OPTION TWO



76 HOMES

Site Summary

Building Envelope	30' x 70'
Front Yard Setback	30'
Side Yard Setback	20' Total
Rear Yard Setback	NA
Units Removed from Approved Plan	76 Units
Units Shown	76 Units

ALLEN DESIGN
 ARCHITECTS & PLANNERS
 527 CAMPBELL • NORTHBVILLE, OH 43107
 248.412.4458 • Fax: 248.342.0537
 www.allendesign.com

Seal: _____

Title: **Concept Plan C**

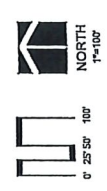
Project: **Residential Developer
 Marion Township, Michigan**

Prepared for: _____

Revision: **Issued:**
 Review: **March 18, 2021**

Job Number: **21-020**

Drawn By: **Checked E**
 Jm Jm



Sheet No. _____

SP-1