

Regular Meeting of the Howell City Council
Monday, March 13, 2017
Howell City Council Chambers – Lower Level
611 E. Grand River
Howell, Michigan 48843
517-546-3502

1. The regular meeting of the Howell City Council was called to order by Mayor Nick Proctor at 7:00 p.m.

Council Members Present: Steven Manor, Robert Ellis, Jeff Hansen, Jan Lobur, Scott Niblock, Michael Mulvahill, and Mayor Nick Proctor.

Also Present: City Manager Shea Charles, City Attorney Dennis Perkins, and Deputy City Clerk Deanna Robson.

Others in Attendance: Police Chief George Basar, Finance Director/Treasurer Catherine Stanislawski, DPS Director Erv Suida, Community Development Director Tim Schmitt, Assessor Joey Lentine, IT Director Mike Pitera, Cemetery Supervisor Devin Larowe, Cemetery Group Leader Mike Luce, Andrew Yost, Tom Richardson, Rick Chouinard, John and Caron Davis.

2. **PLEDGE OF ALLEGIANCE**

Mayor Proctor wished the Howell High School basketball team good luck in their game against West Bloomfield.

3. **APPROVED MINUTES**

MOTION by Mulvahill, SUPPORT by Ellis, “To approve the minutes of the regular meeting of the City Council held February 27, 2017.” MOTION CARRIED (7-0).

4. **CITIZENS’ COMMENTS**

Rick Chouinard, 422 E. Grand River, stated that the structure on the neighboring property does not meet the setback requirements and is too close to his garage. City Manager Charles responded that staff will look into Mr. Chouinard’s concern.

5. **REPORTS – COUNCIL MEMBERS SERVING ON COMMISSIONS**

None.

6. **COUNCIL CORRESPONDENCE: SCOTT HENMAN, RESIGNATION LETTER FROM DDA BOARD**

MOTION by Ellis, SUPPORT by Hansen, “To accept Scott Henman’s resignation from the DDA Board of Directors effective February 17, 2017.” MOTION CARRIED (7-0).

7. **APPROVED – CIVIC EVENT APPLICATIONS:**

A. MEMORIAL DAY PARADE, MAY 29, 2017

MOTION by Lobur, SUPPORT by Ellis, “To approve the civic event application submitted by the American Legion Post 141 for the Memorial Day Parade scheduled for May 29, 2017.” MOTION CARRIED (7-0).

B. ROLLING THUNDER RIDE TO REMEMBER, MAY 20, 2017

MOTION by Ellis, SUPPORT by Manor, “To approve the civic event application submitted by Rolling Thunder Chapter 5 for the Ride to Remember scheduled for May 20, 2017, contingent upon receipt of certificate of insurance.” MOTION CARRIED (7-0).

8. **APPROVED – SCHEDULE PUBLIC HEARING, ICE GRANT APPLICATION**

MOTION by Manor, SUPPORT Lobur, “To set a public hearing for March 27, 2017 for the City of Howell’s Infrastructure Capacity Enhancement (ICE) grant application to reconstruct State Street, between Clinton and Grand River, the Peanut Row Alley, between State and Michigan, and the north/south private alley, between Peanut Row and Clinton.” City Manager Shea Charles stated that staff recommends leaving the street as one-way and continuing to pursue burial of the overhead utilities. He added that landscape design by Randy Metz will be on the March 27, 2017 agenda. Livingston County has responded favorably to the plans; and the City does not officially need County approval because the street line will not be moved further east onto County property. MOTION CARRIED (7-0).

9. **APPROVED – POLICE DEPARTMENT ACCREDITATION:**

A. LAW ENFORCEMENT ACCREDITATION PROCESS

MOTION by Ellis, SUPPORT by Hansen, “To direct staff to move forward with the Law Enforcement Accreditation process for the Howell Police Department.” Mayor Proctor questioned the fiscal impact. Police Chief George Basar responded that the application fee is \$1,800, \$1,350 of which will be reimbursed through MMRMA; annual reaccreditation fees of \$700 will be required over the next three years; this is a Michigan specific program and is more cost effective and related to Michigan standards and laws than the National program which is more expensive and geared toward larger police departments, even requiring a full-time officer dedicated to accreditation; and this accreditation will allow the department to be recognized statewide for meeting higher standards, in addition to providing a more legally defensible position. MOTION CARRIED (7-0).

B. LEXIPOL PURCHASE

MOTION by Ellis, SUPPORT by Hansen, “To approve the purchase of the LEXIPOL Michigan Policy Manual and Daily Training Bulletin subscription package at a cost of \$8,486 and authorize the one-time purchase of the Quick Silver implementation package at a cost of \$4,950, for a total cost of \$13,436.” Mayor Proctor inquired about the impact to the budget and City Manager Charles

responded that the Police Department recognized approximately \$30,000 in savings this year due to the delay in finding a suitable candidate for the additional police officer position. He added that the Police Department will benefit from some additional free training if they are able to execute the subscription agreement this week. MOTION CARRIED (7-0).

10. **APPROVED – BIOSOLIDS HAULING CONTRACT, ADVANCED DISPOSAL**

MOTION by Hansen, SUPPORT by Mulvahill, “To approve the additional service agreement rates and fees to the existing Advanced Disposal contract, as to form, for the removal of Biosolids (pressed sludge) from the WWTP for proper disposal in a landfill.” City Manager Charles stated that this service will become part of the master agreement with a five year rate freeze. MOTION CARRIED (7-0).

11. **APPROVED – AGREEMENT FOR COLLECTION OF SOFT RECYCLABLES, GREAT LAKES RECYCLING D/B/A SIMPLE RECYCLING**

MOTION by Ellis, SUPPORT by Lobur, “To authorize the agreement with Great Lakes Recycling, Inc., d/b/a Simple Recycling, for the collection of soft recyclables as outlined in the agreement for a term of 4 years.” Member Manor asked if each property owner would be required to have a separate agreement with the recycling company. DPS Director Suida responded that there will be no separate contract between property owners and Simple Recycling; the company will send information to property owners - those interested will initially receive two bags, which will be replaced by the company once the filled bags have been collected; there is no conflict with Advanced Disposal’s contract with the City; twelve communities in Michigan currently participate in the program, and staff has received very positive reviews based on research and communication with some of those communities; the company is for profit – new items with tags are sold to discount stores domestically, while other items are sold overseas or taken and used for other products; and the service is intended to assist in the reduction of items sent to landfills, adding that items do not have to be wearable. City Attorney Dennis Perkins commented that the program is a goodwill type of approach with pickup at residences. Member Lobur expressed concern that this service will affect donations to local non-profit groups. Mayor Proctor confirmed that the marketing and communications will be done by Simple Recycling, not the City. Director Suida stated that the City will be receiving a penny for every ton of donated items and he will ensure that the information is included in the company’s marketing materials to residents. MOTION CARRIED (5-2). Mayor Proctor and Member Lobur opposed.

12. **APPROVED – PROJECT TECHNICIAN POSITION**

Mayor Proctor introduced the agenda item by stating that the position is intended to ease the workload of the City Manager and staff. MOTION by Ellis, SUPPORT by Lobur, “To authorize the City Manager to proceed with the creation of the Project Technician position and begin recruitment.” Discussion followed regarding

the anticipated impact of the position on departments within the City, as well as filling the recently vacated role of DPW Superintendent. MOTION CARRIED (7-0).

13. AWARDED BIDS/PURCHASES:

A. CLINTON STREET EMERGENCY REPAIR, ADVANCED UNDERGROUND INSPECTION, \$6,195 AND \$54,143.

- 1) MOTION by Manor, SUPPORT by Hansen, “To approve the proposal from Advanced Underground Inspection to perform structural repairs and lining of three manholes on Clinton Street for a cost not to exceed \$6,195.” Mayor Proctor asked if the contractor would be spraying inside manholes. DPS Director Suida confirmed, adding that the contract also includes one structural improvement; a twenty-five year guarantee; cleaning and removing all loose material before application of the structural coating, followed by an additional coating. Member Ellis inquired about the hydrogen sulfide gas, and Mr. Suida responded that the contractor will fix the pipe that deflects the sewage down so it no longer cascades. MOTION CARRIED (7-0).
- 2) MOTION by Manor, SUPPORT by Ellis, “To approve the proposal from Advanced Underground Inspection to perform CIPP lining on 615 feet of 18” sewer main along Clinton Street for a price not to exceed \$54,143.” City Manager Charles confirmed that the cost will come from the Sewer Fund. Member Manor confirmed that the repair is for the same sewer pipe as referenced in the previous motion. MOTION CARRIED (7-0).

B. POLICE DEPARTMENT ROOF, FERGUSON ROOFING, \$17,000.

MOTION by Hansen, SUPPORT by Mulvahill, “To accept the bid from Ferguson Roofing of Howell, Michigan to perform the roof replacement of the Police Department for a cost not to exceed \$17,000.” Mayor Proctor inquired about the condition of the current roof. DPS Director Suida responded that the roof is currently in very poor condition, and the purchase will replace a 25 year old roof with one that should last 40 years. MOTION CARRIED (7-0).

C. FUME AIR EXTRACTOR, MATHESON TRI-GAS, \$5,776.

MOTION by Ellis, SUPPORT by Hansen, “To award the bid for the Fume Air Extractor to Matheson Tri-Gas of Howell, Michigan for an amount not to exceed \$5,776.” MOTION CARRIED (7-0).

D. 48” ZERO TURN MOWERS (3), D & G EQUIPMENT, \$13,139.41.

MOTION by Ellis, SUPPORT by Mulvahill, “To award the bid for the three (3) 48 inch Zero Turn Mowers to D & G Equipment of Howell, Michigan in the amount of \$13,139.41 plus trade in of existing mowers.” Mayor Proctor inquired as to the age of the current equipment and DPS Director Suida responded that the equipment is on a three year rotation. Member Lobur commented that there is a large variance in bid response prices and Cemetery

Supervisor Devin Larowe responded that the seller was motivated to obtain business with the City. MOTION CARRIED (7-0).

- E. 60" ZERO TURN MOWER, D & G EQUIPMENT, \$2,813.41.
MOTION by Ellis, SUPPORT by Mulvahill, "To award the bid for a 60 inch Zero Turn Mower to D & G Equipment of Howell, Michigan in the amount of \$2,813.41 plus trade in of existing mower." MOTION CARRIED (7-0).
- F. 60" ZERO TURN MOWER WITH VACUUM SYSTEM, D & G EQUIPMENT, \$670.20.
MOTION by Hansen, SUPPORT by Mulvahill, "To award the bid for a 60 inch Zero Turn Mower with material collection system to D & G Equipment of Howell, Michigan in the amount of \$670.20 plus trade in of existing mower." Shea – actual purchase is \$10,000 with trade in. MOTION CARRIED (7-0).

14. APPROVED PAYMENT OF BILLS

MOTION by Hansen, SUPPORT by Mulvahill, "To approve payment of bills ending March 13, 2017 in the amount of \$861,051.96 and payroll to cover the period ending March 18, 2017." Mayor Proctor questioned the ASCAP music license fee, bond refund to Assured Construction Group, LLC and Howell Gun Club dues. MOTION CARRIED (7-0).

15. BOARD/COMMISSION APPOINTMENT – RENTAL BOARD OF APPEALS, JACOB SCHLITTLER, TERM ENDING 01/28/2020

MOTION by Hansen, SUPPORT by Ellis, "To approve the appointment of Jacob Schlittler as a member to the Rental Board of Appeals for a term ending 01/28/2020." MOTION CARRIED (7-0).

16. CITY MANAGER'S REPORT

- A Doodle calendar will be distributed in the near future in order to schedule budget meetings.
- City Manager Charles will be absent from the March 27, 2017 meeting due to vacation.
- Response to the resident concern regarding sidewalks on North National will be included at the next meeting.
- City Manager Charles, DPS Director Suida and WWTP Operations Manager Spitler met with the Department of Environmental Quality this morning and the City is on track with the Pepsi project.
- Commended City staff for their response over the last two weeks to the Clinton Street sewer issues and windstorm damage, noting the quality of the work performed by the entire City team.

17. OLD BUSINESS

- Mayor Proctor inquired about the fence that needs to be constructed at Parking Lot 2. DPS Director Suida responded that the contractor is ensuring that the plans will meet all load bearing requirements for the location and use. He

confirmed that the contractor will incur costs higher than originally anticipated in order to meet the requirements, but the City will not be responsible for any additional costs because language was included in the original bid that the project was required to meet current construction code.

- Mayor Proctor asked about the anticipated meetings with parade and festival stakeholders regarding civic event costs incurred by the City.
- Mayor Proctor voiced his concern regarding the state of municipal finance and noted that he recently heard on WHMI that Senator Joe Hune and Representative Lana Theis met with the Brighton City Council. He added that he is willing to engage in joint partnerships with local communities to help with municipal finance and reducing costs.

18. NEW BUSINESS

- Mayor Proctor stated that he would like report from DTE regarding the commonalities surrounding the recent electrical outages, including any suggestions for the City to reduce future impact.
- Mayor Proctor noted that he will ask Council to reconsider the purchase of a City Hall generator at the upcoming budget session, based on the importance of emergency preparedness and possible use of Council Chambers as a future warming center. Member Ellis inquired if the City has a disaster preparedness plan. City Manager Charles responded that the City would be included in Livingston County's plan because the population is less than 10,000 residents; however, staff expects the population to increase and will begin discussions with the County.

19. ADJOURN

MOTION by Hansen, SUPPORT by Mulvahill, "To adjourn the regular meeting of the City Council at 8:03 p.m." MOTION CARRIED (7-0).

Nick Proctor, Mayor

Deanna Robson, Deputy City Clerk