

Regular Meeting of the Howell City Council
Monday, October 23, 2017
Howell City Council Chambers – Lower Level
611 E. Grand River
Howell, Michigan 48843
517-546-3502

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

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

Council Member Absent: Jeff Hansen.

Also Present: Acting City Manager/DPS Director Erv Suida, City Attorney Dennis Perkins and City Clerk Jane Cartwright.

Others in Attendance: Police Sergeant Mike Dunn, Finance Director/Treasurer Catherine Stanislowski, DPW Operations Manager Mike Luce, Parks & Cemetery Supervisor Jason McClanahan, DDA Director Cathleen Edgerly, Main Street Inc. Outreach Coordinator Kate Litwin, Caron Davis, Pat Convery, Michelle Tokan, Nicole Kaminski, Alex Smith, J. Pearce, Susie Hill.

2. PLEDGE OF ALLEGIANCE

3. APPROVED MINUTES

MOTION by Lobur, SUPPORT by Ellis, “To approve the minutes of the regular meeting of the City Council held October 9, 2017.” MOTION CARRIED (6-0).

4. CITIZENS’ COMMENTS

- None.

5. REPORTS – COUNCIL MEMBERS SERVING ON COMMISSIONS

- Member Lobur reported on the October 18, 2017 Planning Commission meeting. Discussed the Nursing Home facility proposed for vacant land in front of Gallery Park, and the Highland Howell development gearing up for construction in the Spring. Approved the revised site plan for Howden Meadows (former Gallery Park) for 30 single family detached condominium units and 2 duplex units; and the Land Division/Combination for 451 & 435 West Street.
- Mayor Proctor reported on the October 18, 2017 Howell Area Fire Authority meeting. Reviewed the 2017 audit report showing a sound financial position and MERS funding at 93%. All member municipalities approved the revised articles of incorporation; architectural drawings for the main station expansion

are being developed; the ISO review will be completed on November 14th; the October 15th Open House went very well; and the Authority is in the process of refurbishing the ladder truck.

- Member Manor reported he was not able to attend the Economic Development Council meeting held Tuesday, October 17th however they reviewed the Spark report on the economic impact of the proposed Livingston County Transportation Plan. The annual meeting will be held November 8, 2017 at Cleary University.
- Member Manor also reported he was unable to attend the SEMCOG general assembly meeting.
- DDA Director Edgerly reported on the International Placemaking Conference held October 9-15th. She and Outreach Coordinator Kate Litwin gave a presentation on downtown Howell. Discussion followed on pop-up placemaking and youth/family based activities. DDA Main Street is also gearing up for the Holiday season with Small Business Saturday, Girls Night Out, and Storefront Decorating. Main Street Inc. fundraising brochures were distributed.

6. **COUNCIL CORRESPONDENCE**

- None.

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

A. Rec the Halls, December 9, 2017. MOTION by Ellis, SUPPORT by Mulvahill, “To approve the civic event application submitted by the Howell Area Parks & Recreation Authority for Rec the Halls scheduled for December 9, 2017 contingent upon approval from the Library for use of their property.” Nicole Kaminski, Special Event Coordinator, reviewed the change in venue to the Hive downtown location with plans to display local business and family sponsored trees on three sides of the property. The Rec the Halls family event will include pictures with Santa, crafts, and ice rink (weather permitting). MOTION CARRIED (6-0).

B. Fantasy of Lights, November 24, 2107. MOTION by Lobur, SUPPORT by Mulvahill, “To approve the civic event application submitted by the Howell Area Chamber of Commerce Foundation for Fantasy of Lights scheduled for November 24, 2017 incorporating staff comments and contingent upon approval from MDOT for the closing of Grand River.” Fantasy of Lights Director Michelle Tokan reviewed plans for the 34th annual parade, and 24th annual 5 K run including the t-shirt give-away designed by a Howell High School student and Rudolph nose blinker light. MOTION CARRIED (6-0).

8. **APPROVED – RESOLUTION NO. 17-25, BUDGET AMENDMENTS**

MOTION by Manor, SUPPORT by Ellis, “To adopt Resolution No. 17-25, Budget Amendments.” MOTION CARRIED (6-0).

9. **APPROVED – RESOLUTION NO. 17-26, REDEVELOPMENT LIQUOR LICENSE, M STREET BAKING LLC**

MOTION by Ellis, SUPPORT by Lobur, “To adopt Resolution No. 17-26 recommending approval of the Redevelopment Liquor License with Sunday Sales (AM & PM) and Catering Permit for M Street Baking LLC.” The location will also feature a small restaurant with breakfast, lunch and dinner options. Susie Hill, 822 Spring questioned the location. MOTION CARRIED (6-0).

10. **DISCUSSED – DPS IMPROVEMENTS**

DPS Director Suida indicated staff is seeking input from Council on the design of the DPS complex prior to going on to bid on the improvements. The finished design is in line with the 2005 master plan and includes updated restroom facilities including the addition of a female restroom, locker room and increased office space. The engineer’s estimate has been increased to include an updated large generator switch gear which also services the water treatment plant. Member Manor indicated when it was determined in 2005 that relocating to a different site was not feasible, staff has slowly been working on upgrades; efficiencies have also been achieved. DPS Director Suida noted the DPS fund balance, equipment pool, and water/sewer funds will all contribute to the cost of construction. After bids are received, the project will come back to Council with funding recommendations for final approval. Mayor Proctor indicated the \$55,000 overage does cause concern; he requested staff watch the General Fund impact. Council gave consensus to move forward with the bid process.

11. **AWARDED BIDS/PURCHASES:**

A. Police Vehicle Upfitting, Cruisers, \$25,991. MOTION by Ellis, SUPPORT by Mulvahill, “To award Cruisers of Howell to perform the upfitting of two (2) 2018 Ford Utility Police vehicles per the quote for a price not to exceed \$25,991.” DPS Director Suida noted this was a budgeted item included with the vehicle purchase however it came in \$6,000 higher than anticipated. The Equipment Pool rate charged to the Police Department will be adjusted to incorporate the increase. The City police vehicles have not experienced the carbon monoxide problem caused by improper wiring on upfitting. MOTION CARRIED (6-0).

B. Multi-Purpose Utility Vehicle, Bobcat of Lansing, \$29,865.32. MOTION by Ellis, SUPPORT by Lobur, “To approve the purchase of a Bobcat 3650 UTV from Bobcat of Lansing for a cost not to exceed \$29,865.32.” Council indicated they appreciated the proactive approach and savings experienced by replacing three pieces of equipment with this multi-purpose vehicle. MOTION CARRIED (6-0).

12. **APPROVED PAYMENT OF BILLS**

MOTION by Ellis, SUPPORT by Lobur, “To approve the payment of bills ending October 23, 2017 in the amount of \$729,658.33 and payroll to cover the period ending October 28, 2017.” Member Ellis questioned CEI Michigan. MOTION CARRIED (6-0).

13. CITY MANAGER'S REPORT

- The underground and concrete work for Crane & Gregory has been completed along with prep work on resurfacing Clinton Street from the sewer repair, and Library parking. Paving is scheduled for Wednesday & Thursday.
- The repair/replacement sidewalk work is 60% complete. The new sidewalk portion of the program will follow.
- Member Niblock questioned the dirt foot path on Mason Road heading west. Staff will take a look at it.

14. OLD BUSINESS:

- Susie Hill, 822 Spring, questioned the non-functioning light posts. DPS Director Suida indicated the light bulbs were replaced and the street lights are now working.
- Member Niblock requested options to divert cars from the island on S. Michigan for the protection of the trees that have been replaced.

15. NEW BUSINESS

- MOTION by Manor, SUPPORT by Mulvahill, "To defer action on excusing the absence of Member Hansen until the next meeting." MOTION CARRIED (6-0).
- Member Manor suggested consideration of a memorial naming of the boat launch in honor of Morrie Coles noting his work on the Beautification Committee.
- Member Lobur commended the new columbarium at Lakeview Cemetery.
- Mayor Proctor stated his support of involving young people in government noting the frequent attendance of Alex Smith at Council meetings, and wished Alex Happy 15th Birthday.

16. ADJOURN

MOTION by Lobur, SUPPORT by Ellis, "To adjourn the regular meeting of the City Council at 7:46 p.m." MOTION CARRIED (6-0).

Nick Proctor, Mayor

Jane Cartwright, City Clerk