

**Regular Meeting of the Howell City Council**  
**Monday, July 25, 2016**  
**Howell City Council Chambers – Lower Level**  
**611 E. Grand River**  
**Howell, Michigan 48843**  
**517-546-3502**

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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: Robert Ellis, Jan Lobur, Michael Mulvahill, Steven Manor and Mayor Nick Proctor.

Council Members Absent: Jeff Hansen & Scott Niblock.

Also Present: City Manager Shea Charles, City Attorney Dennis Perkins, and City Clerk Jane Cartwright.

Others in Attendance: Police Chief George Basar, DPS Director Erv Suida, Community Development Director Timothy Schmitt, Assessor Joey Lentine, IT Director Mike Pitera, DPW Superintendent Marcel Goch, WWTP Operations Manager Michael Spitler, Jim Graff, Jerry Douglass, John & Caron Davis, Anna Zinkel, Mark Perry, Jonathan Younkman, Tom Allgood and Chuck Miller.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVED MINUTES**

MOTION by Ellis, SUPPORT by Mulvahill, “To approve the minutes of the regular meeting of the City Council held July 11, 2016.” MOTION CARRIED (5-0).

4. **CITIZENS’ COMMENTS**

None.

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

- Member Ellis reported on the July 19, 2016 Howell Area Parks & Recreation Authority meeting. Reviewed financial reports, approved the liquor license application for Melon Festival, and discussed the upcoming millage election.
- Mayor Proctor reported on the July 20, 2016 Howell Area Fire Authority meeting. Held the annual election of officers (positions remain the same), reviewed the MERS actuarial report and will pay the \$56,000 to remain 100% funded, and approved the ballot language for the November 8, 2016 millage election.

- Mayor Proctor reported on the July 14, 2016 DDA Board Retreat. Thanked Council member Ellis for attending and stated there were no major decisions and the course remains the same.
- Member Manor reported on the July 19, 2016 Livingston County Economic Development Council meeting. Reviewed the quarterly report which he will forward to the City Manager, and gave a presentation on the issue of transportation in the County and the possibility of a transportation authority.

6. **COUNCIL CORRESPONDENCE**

None.

7. **PUBLIC HEARING – APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE, CHEM-TREND**

Mayor Proctor opened the Public Hearing at 7:06 p.m. Jim Graff, Executive Vice President of Chem-Trend indicated they are seeking support to further expand their Research & Development facilities in the City with a 10,000 sq. ft. addition to the lab. They have operated in the community for over 50 years and will be hiring additional employees to support the new facility. Mr. Graff thanked the Council for their consideration as well as the MEDC staff, Ann Arbor Spark and City employees for helping to put together the application.

Jonathan Younkman, Livingston County Business Development Manager from Ann Arbor Spark, stated his support for the high quality research and development project which will create high paying jobs in the community. Being no further public comment, Mayor Proctor closed the Public Hearing at 7:09 p.m.

8. **APPROVED – APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE, CHEM-TREND**

MOTION by Manor, SUPPORT by Mulvahill, “To adopt Resolution No. 16-18, approving the application of Chem-Trend Limited Partnership for an Industrial Facilities Exemption Certificate for real property improvements to their facility in the City of Howell’s Industrial Development District #6 for a period of 12 years.” Discussion followed on the potential lost revenue to the City, options on the number of years for the tax abatement, and the history of the formula used to evaluate IFT applications. MOTION CARRIED (5-0).

9. **SCHEDULED PUBLIC HEARING – MEDC FAÇADE GRANT**

Community Development Director Schmitt stated a public hearing was held at the June 13, 2016 meeting however now that the State Historic Preservation Office has given their approval, MEDC requested the City hold another hearing to confirm there is no additional public comment before proceeding. MOTION by Lobur, SUPPORT by Manor, “To set a public hearing for August 8, 2016 at 7:00 p.m. for the City of Howell downtown façade rehabilitation project being funded with Community Development Block Grant dollars.” MOTION CARRIED (5-0).

**10. APPROVED – ORDINANCE NO. 904, AMENDMENT TO FORM BASED CODE, SIGNAGE REQUIREMENTS**

MOTION by Ellis, SUPPORT by Lobur, “To adopt Ordinance No. 904, a City initiated ordinance to establish sign standards in the South Michigan Avenue District of the Zoning Ordinance.” Community Development Director Schmitt stated the proposed requirements are similar in nature to the existing commercial standards for signs. These standards will be reevaluated once a project is presented in the district to make sure it fits the intended desire. MOTION CARRIED (5-0).

**11. APPROVED – ORDINANCE NO. 905, PLANNING & BUILDING FEES UPDATE**

MOTION by Manor, SUPPORT by Mulvahill, “To adopt Ordinance No. 905, to modify the Planning and Building fees for the City of Howell.” MOTION CARRIED (5-0).

**12. APPROVED – RESOLUTION NO. 16-16, CBD COMPACTOR FEES**

MOTION by Ellis, SUPPORT by Manor, “To adopt Resolution No. 16-16, CBD Compactor Rates. MOTION CARRIED (5-0).

**13. APPROVED – RESOLUTION NO. 16-17, UTILITY RATE ADJUSTMENTS**

MOTION by Lobur, SUPPORT by Ellis, “To adopt Resolution No. 16-17, Utility Rate Increase.” Council expressed minor concerns with continuous annual increases. It was noted that the City was not properly funding the system in the past with the use of tap fees for operations. City Manager Charles reviewed the cost of needed infrastructure improvements and noted staff has worked hard to reduce operations and increase efficiencies. The City is also under new storm water management regulations. MOTION CARRIED (5-0).

**14. INTRODUCED – ORDINANCE NO. 906, AMENDMENTS TO CHAPTER 1060 SOLID WASTE COLLECTION & DISPOSAL**

Member Manor introduced Ordinance No. 906, Amendments to Chapter 1060, Solid Waste Collection & Disposal.

**15. INTRODUCED – AMENDMENTS TO NOISE CONTROL & DISORDERLY CONDUCT**

A. Ordinance No. 907, Chapter 652.06 Noise Control. Member Mulvahill introduced Ordinance No. 907, revisions to Chapter 652.06 Noise Control.

B. Ordinance No. 908, Chapter 662.01 Disorderly Conduct. Member Mulvahill introduced Ordinance No. 908, revisions to Chapter 662.01 Disorderly Conduct.

New administrative rules for the boat launch will also be presented which will include potential sanctions using Municipal Civic Infractions. Tom Ollgood, 240

Lakeside Dr., thanked Police Chief Basar for organizing the neighborhood meeting with residents and also indicated that the noise situation on Thompson Lake has improved. Police Chief Basar stated another meeting will be held with residents to work through the process after the revised ordinance regulations and administrative rules are adopted.

**16. APPROVED – ADDITIONAL FUNDING FOR PEPSI EVALUATION STUDY**

MOTION by Ellis, SUPPORT by Lobur, “To increase the HRC WWTP Pepsi evaluation study from \$39,500 to a not to exceed price of \$54,500 with all costs reimbursed by Pepsi Bottling Company.” MOTION CARRIED (5-0).

**17. APPROVED PAYMENT OF BILLS**

MOTION by Manor, SUPPORT by Ellis, “To approve payment of bills ending July 25, 2016 in the amount of \$1,386,760.16 and payroll to cover the period ending July 23, 2016.” Member Ellis questioned the water and sewer bills for the Barnard Center. DPW Director Suida stated utilities are still used for Page Field bathrooms and the irrigation system. MOTION CARRIED (5-0).

**18. CITY MANAGER’S REPORT**

- Update on Bike Routes. Staff ordered a template which was placed on Bower & West Streets. A more formal plan will be presented at a future meeting with a map for designated bike lanes. The concept is to connect the neighborhoods to the downtown. Council noted the positive recognition being received from the residents and suggested input from the avid cyclists on the proposed bike route plan.
- A doodle calendar will be sent out to Council with potential dates for a budget work session in August.
- The wireless project has been completed in the Council Chambers. There is now a public wireless connection available for visitors.
- The paving project has been completed on McPherson Park Dr.; the contractor is finishing up the railroad crossing work. Work continues on the paving project for Gay & Sibley Streets.
- A Private Placement Sale was held on the refunding of the sewer revenue bonds. The new rate will be 1.96% which will save \$127,000 over the 13 year life of the bond.

**19. OLD BUSINESS**

- MOTION by Manor, SUPPORT by Mulvahill, “To excuse members Jeff Hansen & Scott Niblock from the July 25, 2016 meeting due to vacation.” MOTION CARRIED (5-0).
- Mayor Proctor questioned the status of the Service Line Warranty Program with National League of Cities approved by Council. City Attorney Perkins is working on revisions to the agreement based on feedback from other communities. The revised agreement will be presented at the August 8, 2016 meeting.

- Mayor Proctor questioned the use of property at Howell Memorial Cemetery for recreation. City Manager Charles stated that planner Carlisle Wortman is working on the recreation reclamation plan. John Davis suggested a section of the cemetery be designated for Veterans.

**20. NEW BUSINESS**

- Mayor Proctor encouraged residents to vote in the August 2, 2016 Primary Election noting offices and millage proposals on the ballot.
- Mayor Proctor questioned the process of citizen inquiries posted to the website.
- Member Lobur indicated she will be absent from the 2 scheduled meetings in August. Member Ellis will also be absent from the August 8, 2016 meeting.

**21. ADJOURN**

MOTION by Ellis, SUPPORT by Mulvahill, “To adjourn the regular meeting of the City Council at 7:50 p.m.” MOTION CARRIED (5-0).

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Nick Proctor, Mayor

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Jane Cartwright, City Clerk