

Regular Meeting of the Howell City Council
Monday, October 24, 2016
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~~ 7:03 p.m.

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

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

Others in Attendance: Police Chief George Basar, Finance Director/Treasurer Catherine Stanislawski, Community Development Director Tim Schmitt, DPW Superintendent Marcel Goch, Assessor Joey Lentine, DDA Director Cathleen Edgerly, Outreach Coordinator Kate Litwin, WWTP Operations Manager Mike Spitler, Nancy Mate, Caron Davis, Mr. & Mrs. George Watts.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVED MINUTES**

MOTION by Ellis, SUPPORT by Lobur, “To approve the minutes of the regular meeting of the City Council held October 10, 2016.” MOTION CARRIED (7-0).

MOTION by Manor, SUPPORT by Ellis, “To approve the minutes of the executive session of the City Council held October 10, 2016.” MOTION CARRIED (7-0).

4. **CITIZENS’ COMMENTS**

- None.

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

- Member Lobur reported on the October 19, 2016 Planning Commission meeting. Approved the demolition of the carriage house for Livingston Family Center at 616 W. Grand River; approval from the ZBA will be required to waive the requirement that the carriage house be rebuilt. Also recommended approval of the micro alcohol ordinance; and approved the lot split requested by Vern Brockway on Lucy Road conditioned upon the applicant providing a new survey and legal description.
- Member Manor reported on the SEMCOG general assembly. Attended sessions on branding campaigns and bike travel/pedestrian travel lanes.

- Member Manor also reported on the Livingston County EDC meeting, 3rd Quarter report included in the Council packet and scheduled retreat to discuss economic development visioning for the future.
- Mayor Proctor reported on the Howell Area Fire Authority Board meeting held October 19, 2016. Received the annual audit report; approved the purchase of 45 new breathing apparatus, 2017 meeting schedule, and additional payment to MERS to bring the funding up to 100%. The annual Open House was held October 16, 2016.

6. **PRESENTATION – IN HONOR OF MACKENZIE WATTS**

Mr. & Mrs. George Watts, parents of Mackenzie Watts, and representatives from Sparky Defibrillator were present. Mr. Watts explained that their 15 year old daughter Mackenzie passed away 11 years ago at Howell High School from a heart ailment. A Memorial Fund was created in her memory to fund scholarships and defibrillators. They presented the donated defibrillator to Mayor Proctor and Police Chief Basar for use by the Howell Police Department in honor of Steve Shaw, retired Police Officer who responded to the call. Police Chief Basar expressed appreciation for the donation and stated it would be mounted in the lobby of the Police Department along with a plaque.

7. **PRESENTATION – IN HONOR OF THAILAND KING BHUMIBOL ADULYADEJ, RESOLUTION NO. 16-25**

MOTION by Manor, SUPPORT by Ellis, “To adopt Resolution No. 16-25 Honoring King Bhumibol Adulyadej.” Mayor Proctor read and presented the Council Proclamation to Dr. Woody Iddhibhakdibongse’s representing Thai Summit America Corporation. MOTION CARRIED (7-0).

8. **COUNCIL CORRESPONDENCE**

- Nancy Mate, Request for Tree Removal. Ms. Mate was present and stated she has lived in her 100 year old home for 32 years and has been proactive with the care of her trees. She has requested that the tree in front of her home be removed since it is partially dead and affecting the other maple tree on her property. She also expressed concern with the large branch from the neighbor’s tree that is leaning toward her house. The arborist has recommended that the trees be trimmed, not removed. Ms. Mate indicated she would like to preserve her house and was hoping something more could be done than just trimming. DPW Superintendent Goch indicated the Arborist’s recommendation is based on the health status of the tree. City Manager Charles suggested a decision be deferred until the next meeting giving staff an opportunity to meet with both property owners and bring back the City’s tree policy.

9. **APPROVED – CIVIC EVENT APPLICATION, FOOD TRUCK RALLY, NOVEMBER 12, 2016**

MOTION by Mulvahill, SUPPORT by Ellis, “To approve the civic event application submitted by Howell Main Street for Food Truck Rally scheduled for November 12, 2016 incorporating staff comments.” MOTION CARRIED (7-0).

10. **APPROVED – RESOLUTION NO. 16-23, DEFICIT ELIMINATION PLAN**
MOTION by Manor, SUPPORT by Hansen, “To adopt Resolution No. 16-23, Deficit Elimination Plan.” Staff noted the bonds to fund the parking lot reconstructions will be sold in December or January. MOTION CARRIED (7-0).
11. **APPROVED – RESOLUTION NO. 16-24, BUDGET AMENDMENTS**
MOTION by Hansen, SUPPORT by Ellis, “To adopt Resolution No. 16-24, Budget Amendments.” The amendments represent a \$3,500 reduction in the General Fund fund balance. MOTION CARRIED (7-0).
12. **AWARDED BID/PURCHASE – WWTP HEADWORKS SCREW PUMP REPAIR, TITUS WELDING**
MOTION by Hansen, SUPPORT by Lobur, “To award the bid for the Screw Pump repairs to Titus Welding of Farmington Hills, MI in the amount of \$11,500 with staff purchasing the bearing direct for \$6,988 for an all in cost of \$18,488.” City Manager Charles indicated the repairs represent a large portion of the maintenance budget for the fiscal year; an increase may be presented with the 2nd quarter budget amendments. MOTION CARRIED (7-0).
13. **APPROVED PAYMENT OF BILLS**
MOTION by Ellis, SUPPORT by Mulvahill, “To approve payment of bills ending October 24, 2016 in the amount of \$436,337.39 and payroll to cover the period ending October 29, 2016.” Mayor Proctor questioned Iron Mountain and State of Michigan (timing of traffic lights), and Member Lobur questioned Clear Rate Communications. MOTION CARRIED (7-0).
14. **CITY MANAGER’S REPORT**
- Update on Parking Lot #2; the storm lines have been completed, private utility conduits will be installed tomorrow, concrete pouring will begin next week, and paving is scheduled to begin in 2 weeks. The project is going well and on target for a November 14th completion.
 - Saw cutting for the Grand River water main has begun; the project is expected to be completed in 2 weeks, prior to Fantasy of Lights.
 - Received a counter offer from the potential purchasers of the Highland Howell property. The offer will be presented to City Council for consideration at the November 7, 2016 meeting.
15. **OLD BUSINESS**
- Member Lobur commented on the number of people in town for Legend of Sleepy Howell; she commended HAPRA and the Police Department for a successful event.
 - Member Ellis questioned the status of garbage collection on E. Grand River. City Manager Charles stated the switch in service days (from Monday to Tuesday) is scheduled to begin November 1st. The Rolling Oaks subdivision will also be switched from Monday to Tuesday.

16. NEW BUSINESS

- Member Manor reported on the beautification awards held October 18, 2016. In addition to awards presented to members of the Beautification Committee, a brainstorming session was held discussing what the members liked about living in the city and the value of specific services. The responses were pretty much in line with the priorities set by Council; the attendees also indicated they valued services provided by the Police. City Manager Charles also gave a presentation on the state of municipal finance.
- Member Manor also reported on a meeting held with Member Ellis, City Manager Charles and Community Development Director Schmitt to review ordinances dealing with blight. Recommendations were presented dealing with unfinished building permits, parking on the grass, barriers for unpaved driveways, junk/debris on property, and rental licensing. Also discussed was potential financial support to assist residents with improvements to their property. Discussion followed on staff resources to draft ordinance amendments and to what level the proposed regulations should require. Staff could bring forward a couple options on each topic, set up general parameters, and involve the Planning Commission. It was noted that junk is the biggest complaint that Community Development staff receive.

17. ADJOURN

MOTION by Lobur, SUPPORT by Ellis, "To adjourn the regular meeting of the City Council at 8:00 p.m." MOTION CARRIED (7-0).

Nick Proctor, Mayor

Jane Cartwright, City Clerk