

**Regular Meeting of the Howell City Council  
Monday, December 19, 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, Scott Niblock, Steven Manor, and Mayor Nick Proctor.

Council Member Absent: Jeff Hansen.

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, DPS Director Erv Suida, Community Development Director Tim Schmitt, Assessor Joey Lentine, IT Director Mike Pitera, WWTP Operations Manager Mike Spittler, Clark Gill, J. Pearce, John & Caron Davis.

2. **PLEDGE OF ALLEGIANCE**

Mayor Proctor wished everyone a Merry Christmas and Happy 2017.

3. **APPROVED MINUTES**

MOTION by Ellis, SUPPORT by Lobur, “To approve the minutes of the regular meeting of the City Council held December 5, 2016 as amended.” Member Ellis requested the following correction; page 5, 2<sup>nd</sup> paragraph, 3<sup>rd</sup> line, change “nune pro tune” to “nunc pro tunc”. MOTION CARRIED (6-0).

MOTION by Manor, SUPPORT by Ellis, “To approve the minutes of the executive session of the City Council held December 5, 2016 as amended.” MOTION CARRIED (6-0).

4. **CITIZENS’ COMMENTS**

- None.

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

- Member Manor reported on the SEMCOG Executive Committee held December 9, 2016. Approved the continued involvement in the coalition of business, labor, government and education; adopted a revised financial management manual, amendments to the 2040 transportation plan, and the

2017-2020 transportation improvement program. Presented copies of the adopted 2017-2018 Legislative Policy Platform and the 21<sup>st</sup> Century Infrastructure Commission Executive Summary prepared for Governor Rick Snyder. Also approved the development of regional policies on water source protection, and a regional plan for the extraction and distribution of oil and gas; and received an update from the education reform taskforce.

- Member Lobur reported that the Planning Commission meeting scheduled for December 21, 2016 has been canceled.
- Mayor Proctor reported on the December 7, 2016 DDA Main Street meeting. The Design Committee reported on the store front decorating contest, two \$250 awards sponsored by Cobb Hall were presented; December 8<sup>th</sup> was ladies night out; and the Lunar New Year is scheduled for February 4, 2017. Discussed the concept of a cash mob to foster business in a targeted store as well as the Business Development Committee's partnership with Cleary University. Scheduled a budget work session for January 17, 2017 at 5:30 p.m.

6. **COUNCIL CORRESPONDENCE**

- Jeanne Clum, DDA Board Resignation. Mayor Proctor presented the resignation letter and reported Jeanne will stay engaged with committee work. MOTION by Manor, SUPPORT by Ellis, "That Council accept with regret the resignation of Jeanne Clum from the DDA Board and thank her for her service." MOTION CARRIED (6-0).

7. **PUBLIC HEARING – APPLICATION FOR OBSOLETE PROPERTY REHABILITATION ACT EXEMPTION, CDG HOLDINGS LLC (Aberrant Ales), 219 W. GRAND RIVER**

Mayor Proctor opened the public hearing at 7:10 p.m. Community Development Director Schmitt reported the western half of the existing Country Squire building will be renovated and brought up to modern standards to create the space for Aberrant Ales Brewpub. The OPRA application requests a tax abatement for a 5 year period to alleviate some of the costs associated with the improvements. The property is in the expanded OPRA district. The application also includes a request to abate half of the State Education Taxes for up to 6 years. Tax bills during the abatement will be issued as follows: 1) the underlying land taxed normally; 2) the existing building structure with a frozen value based on the current condition; and 3) the new improvements with abated local taxes however subject to fluctuation of the State Education Taxes.

Mayor Proctor closed the public hearing at 7:16 p.m.

8. **APPROVED – RESOLUTION NO. 16-29, APPLICATION FOR OPRA EXEMPTION, CDG HOLDINGS LLC (Aberrant Ales), 219 W. GRAND RIVER**

MOTION by Ellis, SUPPORT by Lobur, "To adopt Resolution No. 16-29, to approve an Obsolete Property Rehabilitation Act application from CDG Holdings LLC for five years for the property at 219 West Grand River (parcel ID# 4717-36-

307-070) to allow the building to be rehabilitated and Aberrant Ales brewpub to occupy the space.” Council thanked Clark Gill for his patience during the preliminary planning process. MOTION CARRIED (6-0).

**9. APPROVED – MDOT PERFORMANCE RESOLUTION NO. 16-30 FOR GOVERNMENTAL AGENCIES**

MOTION by Manor, SUPPORT by Ellis, “To adopt Resolution No. 16-30, MDOT Performance Resolution for Governmental Agencies.” MOTION CARRIED (6-0).

**10. APPROVED – AUTHORIZING RESOLUTION NO. 16-31, CDBG FOR DOWNTOWN FAÇADE REHABILITATION PROJECT**

MOTION by Lobur, SUPPORT by Ellis, “To adopt Resolution No. 16-31 authorizing the City to formally apply for the Community Development Block Grant funding for the Downtown Façade Rehabilitation Project and authorize the Mayor to sign all necessary documents.” Discussion followed on the lengthy application process. Staff confirmed that the grant dollars have been committed for this project. MOTION CARRIED (6-0).

**11. APPROVED – RESOLUTION NO. 16-32, S. MICHIGAN COMMERCIAL REHABILITATION ACT DISTRICT**

MOTION by Ellis, SUPPORT by Lobur, “To adopt Resolution No. 16-32 to set a public hearing for January 9, 2017 for the establishment of a Commercial Rehabilitation Act District for the South Michigan Avenue corridor, as shown on the attached map.” The proposed district includes specific properties zoned Form Based Code between Mason and I-96. Properties not actively used as Commercial cannot be included. The process is similar to OPRA and is another tool to entice development. MOTION CARRIED (6-0).

**12. AWARD BIDS/PURCHASES:**

A. Sophos IT Security Upgrade, \$5,797.50. MOTION by Mulvahill, SUPPORT by Ellis, “To approve the upgrade to Sophos Center Endpoint with Intercept X for a cost of \$5,797.50.” The total cost to the City of Howell is \$2,889.50. The balance of the cost will be reimbursed from the City of Brighton and Howell Recreation. MOTION CARRIED (6-0).

B. Bio Solids Contract. City Manager Charles thanked DPS Director Suida & WWTP Operations Manager Spitler for their work to find a different solution as a result of Synagro Central ceasing operations in Michigan at the end of December. The storage capacity at the plant will last for approximately 2 months. Staff is recommending a 3 year contract with Bio-Tech Agronomics with the addition of a provision to terminate the agreement if the City develops a sludge press solution. The net cost increase will be 2.5 cents per gallon or \$50,000/year. Discussion continued on the options to convert to a sludge press solution. Pepsi has offered their equipment to the City however the cost to make it operational is estimated at \$150,000 and is considered a temporary solution. The SAW Grant will cover the

design engineering for this project. MOTION by Ellis, SUPPORT by Manor, “To approve the agreement between the City of Howell and Biotech Agronomics, Inc. as to form for a three year period at the annual cost outlined in the contractual bid with the amendment that if the City implements a sludge press/landfill solution the parties have a right to terminate the agreement, and instruct staff to continue to look at the sludge press solution.” MOTION CARRIED (6-0). Staff will bring forward a comprehensive report on the sludge press option at the January 9, 2017 meeting.

**13. APPROVED PAYMENT OF BILLS**

MOTION by Ellis, SUPPORT by Mulvahill, “To approve payment of bills ending December 19, 2016 in the amount of \$437,929.42 and payroll to cover the periods ending December 24, 2016 & January 7, 2017.” Member Mulvahill questioned AWWA educational materials. Member Lobur questioned Marcy’s. MOTION CARRIED (6-0).

**14. BOARD/COMMISSION APPOINTMENTS – DDA MAIN STREET, ADAM MERKEL & MARY HELFMANN, TERMS ENDING 01/02/2021**

MOTION by Ellis, SUPPORT by Lobur, “To appoint Adam Merkel & Mary Helfmann to the DDA Main Street Board, terms ending 01/02/2021.” MOTION CARRIED (6-0).

**15. CITY MANAGER’S REPORT**

- Staff has received pricing on new chairs for City Council and hopes to have samples at the next meeting.
- Snow hauling in the downtown will start tonight. After the next snow event, staff plans to experiment with the process of creating paths to the sidewalks along Grand River as an alternative to hauling the snow from downtown.
- Lighting in Parking Lot #2 has been installed.
- Will be sending out a doodle calendar tomorrow for the January budget work session.
- The 2017 City calendars should be delivered to the post office tomorrow.

**16. OLD BUSINESS**

- Mayor Proctor stated he was really proud of the City’s 2016 accomplishments noting the 2 parking lot capital improvement projects, economic vitality (downtown vacancy is one of the lowest in the state), improvements to streets, new water line on Grand River, and the 1<sup>st</sup> step toward the commercial tax abatement process for S. Michigan.

**17. NEW BUSINESS**

- MOTION by Ellis, SUPPORT by Mulvahill, “To excuse Jeff Hansen from the December 19, 2016 meeting due to a personal commitment.” MOTION CARRIED (6-0).

**18. EXECUTIVE SESSION – CITY MANAGER’S ANNUAL REVIEW**

8:07 p.m. MOTION by Ellis, SUPPORT by Mulvahill, “To adjourn to executive session to conduct the City Manager’s Annual Review.” A roll call vote was taken. Ellis – yes, Manor – yes, Lobur – yes, Mulvahill – yes, Niblock – yes, Proctor – yes. MOTION CARRIED (6-0).

9:21 p.m. MOTION by Ellis, SUPPORT by Mulvahill, “To reconvene the regular meeting.” MOTION CARRIED (6-0).

**19. ADJOURN**

MOTION by Ellis, SUPPORT by Mulvahill, “To adjourn the regular meeting of the City Council at 9:22 p.m.” MOTION CARRIED (6-0).

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Nick Proctor, Mayor

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Jane Cartwright, City Clerk