

Regular Meeting of the Howell City Council
Monday, August 14, 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, and Mayor Nick Proctor.

Council Members Absent: Steven Manor and Jeff Hansen.

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, Finance Director/Treasurer Catherine Stanislawski, Community Development Director Tim Schmitt, DPW Operations Manager Mike Luce, Project Technician Matt Davis, Assessor Joey Lentine, WWTP Operations Manager Mike Spitler, Parks & Cemetery Supervisor Jason McClanahan, DDA Director Cathleen Edgerly, DDA Outreach Coordinator Kate Litwin, Matthew Bennett, John & Caron Davis, Tom Richardson, Susie Hill, Joe Sanar.

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 July 24, 2017.” MOTION CARRIED (5-0). MOTION by Ellis, SUPPORT by Lobur, “To approve the minutes of the work session held August 8, 2017.” MOTION CARRIED (5-0). Mayor Proctor encouraged residents to get involved in the proposed Headlee Override process noting it was an important task and City Council will be looking for resident input as the process moves forward.

4. CITIZENS’ COMMENTS

- Joe Sanar, 605 Byron, stated he will be witnessing for Crossroads Apostolic Church and requested the City’s cooperation. Mayor Proctor requested the time frame and location.

5. REPORTS – COUNCIL MEMBERS SERVING ON COMMISSIONS

- DDA Director Cathleen Edgerly reported on the July 26, 2017 meeting. An invitation was presented to Council for the Melon Festival Merchant’s

Breakfast scheduled for Friday; the Art Project celebration is scheduled for tomorrow night; the final Food Truck Rally for the summer is scheduled for September 30, 2017; the Placemaking Conference is scheduled for September 18-19; and they have been invited by MML to speak at a worldwide conference in October. Mayor Proctor noted the Howell DDA Main Street is being benchmarked against other communities for their downtown activities and he commended them for their good work.

6. **COUNCIL CORRESPONDENCE**

- Cleary University, Request to Hang Banner. Matt Bennett, Senior Vice President of Institutional Advancement for Cleary University was present and stated they are trying to connect the downtown and their campus and would like to display a temporary welcome banner on the east side of the Thai Café Building. Cleary has 102 new students arriving in two weeks and are looking to drive these new residents and their families to downtown Howell to become more embracing of a downtown campus. They have received approval from 215 E. Grand River LLC (property owners of the building). The banner is proposed to be erected after Melon Festival and throughout the month of September. City Manager Charles noted the signage for the building is controlled by the neighboring business. MOTION by Ellis, SUPPORT by Lobur, “To authorize Cleary University to erect and maintain a temporary “Welcome Back” sign on the east face of the Thai Café building pending approval from relevant property owners and design approval from the DDA and City Staff.” Council noted they were looking forward to future partnerships with Cleary University. MOTION CARRIED (5-0).

7. **APPROVED – CIVIC EVENT APPLICATION – RUN FOR JUSTICE, SEPTEMBER 8, 2017**

MOTION by Mulvahill, SUPPORT by Ellis, “To approve the Civic Event application submitted by the Livingston County Bar Association for Run for Justice scheduled for September 8, 2017 incorporating staff comments and contingent upon receipt of certificate of insurance.” Mayor Proctor highlighted the comments of staff and confirmed they were included in the approval. MOTION CARRIED (5-0).

8. **APPROVED – RESOLUTION NO. 17-19 APPROVING THE TRANSFER OF ACT 51 FUNDS FROM MAJOR TO LOCAL STREETS**

MOTION by Ellis, SUPPORT by Lobur, “To adopt Resolution No. 17-19 in accordance with Act 51 for the transfer of funds from the Major Street System to the Local Street System.” City Manager Charles stated the resolution was required if the transfer was more than 50% of the Act 51 revenue. MOTION CARRIED (5-0).

9. **APPROVED – WATER SYSTEM ASSET MANAGEMENT PROPOSAL**

MOTION by Ellis, SUPPORT by Mulvahill, “To award the proposal from HRC for engineering services to perform the City of Howell Water Main Mapping for an

amount not to exceed \$22,848.” DPS Director Suida stated the GIS updates for the Asset Management Plan were mandated by MDEQ and must contain information on age and assessment of the water system. This is the same type of process currently being performed on the sewer system and the City will recognize savings by completing the work at the same time. MOTION CARRIED (5-0).

10. APPROVED – MML VOTING DELEGATE FOR ANNUAL MEETING

MOTION by Lobur, SUPPORT by Ellis, “To appoint Council Member Ellis as the voting delegate and City Manager Charles as the alternate voting delegate to represent the City of Howell at the September 13, 2017 MML Annual Meeting.” MOTION CARRIED (5-0).

11. APPROVED – MICHIGAN INTER-GOVERNMENTAL TRADE NETWORK (MITN) MEMBERSHIP

MOTION by Ellis, SUPPORT by Niblock, “To authorize staff to proceed with the Michigan Inter-Governmental Trade Network membership and execute all necessary membership agreements/documents.” MOTION CARRIED (5-0).

12. APPROVED – 2018 MEETING SCHEDULE

MOTION by Ellis, SUPPORT by Mulvahill, “To approve the 2018 City Council Meeting Schedule for the 2nd and 4th Monday of each month with the exception of May, November & December being the 1st and 3rd Monday.” MOTION CARRIED (5-0).

13. AWARD BID/PURCHASE – TWO 2018 FORD INTERCEPTOR SUV POLICE VEHICLES, LAFONTAINE FORD \$56,067.16

MOTION by Ellis, SUPPORT by Mulvahill, “To approve the purchase of two 2018 Ford Interceptor SUV vehicles through State of Michigan Municipal Pricing as submitted by LaFontaine Ford of Lansing Michigan for a total amount not to exceed \$56,067.16.” MOTION CARRIED (5-0).

14. APPROVED PAYMENT OF BILLS

MOTION by Ellis, SUPPORT by Niblock, “To approve the payment of bills ending August 14, 2017 in the amount of \$853,910.16 and payroll to cover the period ending August 19, 2017.” Member Lobur questioned Fifer Investigations. MOTION CARRIED (5-0).

15. CITY MANAGER’S REPORT

- DPS Director Suida reviewed the construction timeline for the 2017 Street Improvement Program. C & D Hughes will begin work August 21, 2017 on Gregory and Crane as well as repairs to Clinton as a result of the sewer failure. Streets will be open to traffic by October 6th with final completion scheduled for October 20th. A resident meeting will be held Thursday at 6:00 p.m. C & D Hughes has also been asked to provide pricing on Indian Oaks.
- MDOT will be completing a deep mill and fill on S. Michigan this fall from Grand River to Mason Road. The Lucy Road paving project is also underway.

- Melon Festival is this weekend; commended DPW, DDA, and Police staff on coordinating with the Recreation Authority to prepare for this event.
- Requested scheduling the next Headlee Override work session for September 18, 2017 at 6:00 p.m. MOTION by Ellis, SUPPORT by Lobur, “To schedule a City Council work session for September 18, 2017 at 6:00 p.m. to discuss the Headlee Override election.” MOTION CARRIED (5-0).

16. OLD BUSINESS

- Mayor Proctor questioned the status on the 816 McPherson property. City Manager Charles stated litigation has been filed and City Attorney Perkins will work toward getting the court date moved up.
- Member Niblock commented that the replacement trees on S. Michigan look good however would still like to see an alternative plan to deter drivers from driving through the median in the future.

17. NEW BUSINESS

- MOTION by Ellis, SUPPORT by Lobur, “To excuse Council members Jeff Hansen and Steve Manor from the August 14, 2017 meeting (reasons stated).” MOTION CARRIED (5-0).
- Member Lobur stated the LACASA Collection is now open in the Crossroads Town Center noting it is a nice store with great prices for a great cause.
- Member Mulvahill referenced the temporary banner approved tonight and questioned if staff should look into an ordinance to allow this type of use. City Manager Charles indicated that since Cleary University is not located within the City limits, this process could be coordinated in conjunction with a civic event application in the future. Community Development Director Schmitt also noted that staff could look at some language to handle some of these unique requests.
- Mayor Proctor questioned the absence of a Historical Commission in the City of Howell. He suggested Community Development Director Schmitt present the Pros and Cons as well as strengths and weaknesses at the future meeting noting his experience in East Lansing.

18. ADJOURN

MOTION by Ellis, SUPPORT by Mulvahill, “To adjourn the regular meeting of the City Council at 7:42 p.m.” MOTION CARRIED (5-0).

Nick Proctor, Mayor

Jane Cartwright, City Clerk