

Regular Meeting of the Howell City Council
Monday, September 25, 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: 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, IT Director Mike Pitera, DPW Operations Manager Mike Luce, Project Technician Matt Davis, Parks & Cemetery Supervisor Jason McClanahan, Fire Chief Andy Pless, Assessor Joey Lentine, Tom Richardson, Jeannette Ambrose, Mark Kettner, Alex Smith, Tim Church, Judy DiBello, Denise Bochinski, Phil Santor, J. Curry, Geof Greeneisen, Lloyd & Janice Geroux, Caron Davis, Swen Sorvala, J. Pearce, Noah Smith, Rich Perlberg.

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 September 11, 2017.” MOTION CARRIED (6-0).

MOTION by Ellis, SUPPORT by Lobur, “To approve the minutes of the executive session of the City Council held September 11, 2017.” MOTION CARRIED (6-0).

MOTION by Ellis, SUPPORT by Manor, “To approve the work session minutes of the City Council held September 18, 2017.” MOTION CARRIED (6-0).

4. CITIZENS’ COMMENTS

- None.

5. REPORTS – COUNCIL MEMBERS SERVING ON COMMISSIONS

- Member Ellis reported on the Howell Area Parks & Recreation Authority meeting held September 19, 2017. Reviewed various policies and made minor adjustments; the Heat Emergency Policy is also being revised and the HIVE Teen Senior could be added as an additional location. There are 6 applicants for Director; phone interviews will be held October 10, 2017 and final interviews will take place on October 30, 2017. Member Ellis requested an alternate member attend the October 30th meeting since he will be out of town. Motion by Manor, support by Ellis, “To designate Mayor Proctor as the alternate member to the Howell Area Parks & Recreation Authority Board. MOTION CARRIED (6-0).
- Member Ellis reported on the MML annual conference. City Manager Charles was appointed to the MML Board of Trustees, acknowledging his work on the Municipal Finance Committee. Attended conference sessions on ethics and illegal expenditures noting the ability for Cities to purchase blighted or non-conforming properties that pose health, safety or welfare concerns. Member Ellis also referenced the ~~American Bloom~~ **America in Bloom** program and annual community excellence awards.
- Member Lobur reported on the Planning Commission meeting held September 20, 2017. The joint meeting with Marion Township has been postponed until 2018. The Commission approved the special land use for new signage at 645 W. Grand River, the land division for 1041 W. Grand River, and site plan for the addition to the west entrance and guard shack at Thai Summit.
- Mayor Proctor reported on the Howell Area Fire Authority meeting held September 20, 2017. Received the annual audit report, and discussed the Fire Department Open House scheduled for October 15, 2017 from 1:00-4:00 pm.
- Mayor Proctor reported that Howell has been named one of the top 10 Michigan Main Street finalists.

6. COUNCIL CORRESPONDENCE

- Cathleen Edgerly, Food Truck Rally. MOTION by Ellis, SUPPORT by Mulvahill, “To approve the closing of the Depot Parking Lot location off of N. Walnut Street beginning at 12:00 noon on Friday September 29, 2017 to allow for tent set-up for the September 30, 2017 Food Truck Rally.” MOTION CARRIED (6-0).

7. PUBLIC HEARING – APPLICATION FOR INDUSTRIAL FACILITIES TAX EXEMPTION, THAI SUMMIT AMERICA CORPORATION

Mayor Proctor opened the public hearing at 7:17 p.m. Phil Santor, Ann Arbor Spark, referenced the continued expansion and investment of Thai Summit, one of the premier manufacturing facilities in Livingston County and the only Thailand based corporation in the State of Michigan. Michael Hilton, Thai Summit, stated they have continued to grow and their current expansion will join the two plants for an investment of \$7 million and the addition of 30 new employees. Swen Sorvala, 915 S. Michigan, questioned the nature of their business. Mr. Hilton indicated Thai Summit was a sheet metal supplier for automotive parts.

Mayor Proctor closed the public hearing at 7:22 p.m.

8. **PRESENTATION – 2016/2017 AUDIT REPORT, REHMANN ROBSON**
Mark Kettner, Rehmann Robson expressed his compliments to City management, staff, and Finance Director Stanislawski and presented the 2016/2017 Comprehensive Annual Financial Report dated September 20, 2017, the earliest completion of the audit in recent years. The City again received the highest level report with an unmodified opinion along with the GFOA Certificate of Excellence in Financial Reporting award. The 2017 report also required a compliance audit on PA 51 Street Funds which was completed with no discrepancies. Coming up next year will be the new GASB 75 standard, reporting the liability of unfunded Other Post Employment Benefits (OPEB); 80% of the liability will be reported in governmental activities, 20% split between Water & Sewer. Mayor & Council members also commended Finance Director Stanislawski and staff. MOTION by Ellis, SUPPORT by Mulvahill, “To accept the 2016/2017 audit report from Rehmann Robson as presented.” MOTION CARRIED (6-0).
9. **APPROVED – CIVIC EVENT APPLICATION, HOWELL HIGH SCHOOL HOMECOMING PARADE, OCTOBER 6, 2017**
MOTION by Lobur, SUPPORT by Ellis, “To approve the civic event application submitted by Howell High School for the Homecoming Parade scheduled for October 6, 2017 contingent upon approval from MDOT to close Grand River.” MOTION CARRIED (6-0). Clerk Cartwright noted MDOT approval has been secured.
10. **APPROVED – RESOLUTION NO. 17-22 APPLICATION FOR INDUSTRIAL FACILITIES TAX EXEMPTION, THAI SUMMIT AMERICA CORPORATION**
MOTION by Manor, SUPPORT by Ellis, “To adopt Resolution No. 17-22 approving the application of Thai Summit America Corporation for an Industrial Facilities Tax Exemption Certificate for a period of 12 years ending December 30, 2029.” City Manager Charles referenced the scoring sheet on the application with results well above the required points for the 12 year tax exemption. MOTION CARRIED (6-0).
11. **APPROVED – LIVINGSTON COUNTY ECONOMIC DEVELOPMENT COUNCIL THREE YEAR CONTRACT**
MOTION by Ellis, SUPPORT by Lobur, “To approve the three year agreement with the Economic Development Council of Livingston County effective January 1, 2018.” Member Manor indicated the City has expressed an interest in creation of a transportation plan and authority. An RFP has been issued for development of the Livingston County Transportation Plan which is important for growth, local industry and public transportation needs. Rich Perlburg, EDC chair, stated a draft public transportation study has been presented to the executive committee and will be considered by the EDC board at their October meeting. Mayor Proctor

acknowledged the great work by the EDC Council bringing economic development to the community. MOTION CARRIED (6-0).

12. APPROVED – RESOLUTION NO. 17-23, NOTICE OF NECESSITY, 2017 SIDEWALK PROGRAM

MOTION by Manor, SUPPORT by Mulvahill, “To adopt Resolution No. 17-23 declaring the necessity to construct and set a public hearing to review the sidewalk assessment roll for 7:00 p.m. October 9, 2017.” DPS Director Suida presented the 2017 Sidewalk Program comprised of several projects; in front of City Hall, N. National extension, N. Michigan from Grand River to M-59, and additional areas needing repairs that could not be corrected through saw cutting. Section 1022.055 of the Howell City Code outlines the specific method of payment between City and property owners. The MMRMA criteria was followed to determine needed repairs/replacements and a pavement marking system was used to flag the scheduled repairs. Some tree roots will either be removed or redirected. The cost outlined in Resolution 17-23 has been estimated until bids are received on October 3, 2017 and the repairs have been completed. Actual cost will be billed to the property owner according to the Ordinance. The 2017 sidewalk program will require a budget amendment since it has been expanded to include N. National and N. Michigan. Lloyd Geroux, property owner at 209 Lincoln, stated he had no problem with sidewalk repairs and questioned the difference in invoices issued to non-homestead property owners. DPS Director Suida explained repair/replacement of existing sidewalks are a 50/50 split between property owner and the City. Only new sidewalks are billed at 100% to non-homestead property owners. Jeannette Ambrose, 425 N. National, stated her appreciation to City Council for adding the new sidewalk on N. National noting safety issues. Swen Sorvala, 915 S. Michigan, questioned the average square foot price, the use of reinforcement bars, and MMRMA guidelines. MOTION CARRIED (6-0).

13. INTRODUCED – ORDINANCE NO. 912, REZONING FROM R-1 TO SMD, HOWELL SOFT CLOTH

Member Manor introduced Ordinance No. 912, a request from Howell Soft Cloth Car Wash Inc. for rezoning of the property at 117 Pulford (PID 4717-01-102-046) from R1, One Family Residential, to SMD, South Michigan Avenue Form Based Code District.

14. APPROVED – FOURTH AMENDED AND RESTATED ARTICLES OF INCORPORATION, HOWELL AREA FIRE AUTHORITY

MOTION by Manor, SUPPORT by Lobur, “To approve the Fourth Amended and Restated Articles of Incorporation of the Howell Area Fire Authority.” MOTION CARRIED (6-0).

15. AWARDED BIDS/PURCHASES:

A. Columbarium, Inch Memorials, \$33,984. MOTION by Manor, SUPPORT by Mulvahill, “To approve the purchase of a circular 96 niche columbarium from Inch Memorials for a cost not to exceed \$33,984.” MOTION CARRIED (6-0).

B. 2018 Calendar, First Impression Print & Marketing, \$4,998. MOTION by Mulvahill, SUPPORT by Ellis, "To award the bid for the 2018 City Calendar to First Impression Print & Marketing of Howell in the amount of \$4,998 for typesetting, design, printing, and post office distribution." MOTION CARRIED (6-0).

16. APPROVED PAYMENT OF BILLS

MOTION by Ellis, SUPPORT by Manor, "To approve the payment of bills ending September 25, 2017 in the amount of \$888,753.48 and payroll to cover the period ending September 30, 2017." Mayor Proctor questioned traffic signal maintenance. MOTION CARRIED (6-0).

17. BOARD/COMMISSION APPOINTMENTS – TAX INCREMENT FINANCE AUTHORITY, NICK PROCTOR, ROBERT SPAULDING AND MICHAEL YOST, TERMS ENDING 06/30/2021

MOTION by Manor, SUPPORT by Lobur, "To approve the Mayor's reappointment of Nick Proctor, Robert Spaulding and Michael Yost to the TIFA Board, terms ending June 30, 2021." MOTION CARRIED (6-0).

18. CITY MANAGER'S REPORT

- The Food Truck Rally is scheduled for Saturday, September 30, 2017.
- Apologized to Council for missing the September 18, 2017 work session due to illness.
- The Parking ticket rate structure analysis will be scheduled on the October 9, 2017 agenda.
- MML is focusing on the issue of municipal finance; a number of bills are lined up for sponsorship and hope to see an active push on this topic in the next 4 or 5 months.
- Echoed the previous comments on Finance Director Stanislawski and the entire city staff on receiving clean audit reports for the last several years as well as GFOA awards.

19. OLD BUSINESS

- Mayor Proctor requested an update on the sludge press. DPS Director Suida stated the temporary press works well processing 40,000 gallons per day. Water feed issues have been corrected and the internal plumbing has been reworked. Staff feels they will only have to process 3 hours per day, 3 days per week and they should be in full production by the end of the week.

20. NEW BUSINESS

- MOTION by Manor, SUPPORT by Ellis, "To excuse Member Hansen from the September 25, 2017 meeting, reason stated." MOTION CARRIED (6-0).
- Member Lobur stated she ran into 4 or 5 Howell students leaving the Hive and they indicated they love the new Teen Center.

- Member Manor questioned the status of Mark’s Coney Island wondering if City Ordinances can accelerate the reconstruction process moving forward. City Manager Charles noted the building has been gutted and staff has received preliminary drawings however commercial rebuild projects require sealed architectural drawings. Council concurred that they would like to see the project move forward as quickly as possible.

21. ADJOURN

MOTION by Ellis, SUPPORT by Mulvahill, “To adjourn the regular meeting of the City Council at 8:24 p.m.” MOTION CARRIED (6-0).

Nick Proctor, Mayor

Jane Cartwright, City Clerk