

**Regular Meeting of the Howell City Council**  
**Monday, November 20, 2017**  
**Howell City Council Chambers – Lower Level**  
**611 E. Grand River**  
**Howell, Michigan 48843**  
**517-546-3502**

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**1. CALL TO ORDER**

The regular meeting of the Howell City Council was called to order by City Clerk Cartwright at 7:00 p.m.

Council Members Present: Robert Ellis, Jan Lobur, Steven Manor, Michael Mulvahill, Andrew Yost and Mayor Nick Proctor.

Council Member Absent: 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, DPW Operations Manager Mike Luce, WWTP Operations Manager Mike Spitler, Parks & Cemetery Supervisor Jason McClanahan, Assessor Joey Lentine, Main Street Inc. Outreach Coordinator Kate Litwin, Recreation Director Paul Rogers, Recreation Youth Services Manager Tim Church, Tom Richardson, Caron Davis, John Davis, Caleb Jenkins, Kaila Daley, Mike Yost, John Boris, Cathy Doughty, Julie Cribley.

**2. PLEDGE OF ALLEGIANCE**

**3. OATH OF OFFICE**

City Clerk Cartwright gave the oath of office to Mayor Nick Proctor and Council Members Jan Lobur & Andrew Yost.

Mayor Proctor congratulated returning Council Members Jan Lobur & Scott Niblock, and welcomed new Council Member Andrew Yost. Mayor Proctor also commended the great work and many contributions of Council Member Jeff Hansen stating he was going to miss him. Mayor Proctor noted the Howell City Council was a non-partisan board and indicated members have worked very well together with their strength being diversity of thought. Council meetings will continue under the format of Roberts Rules of Order; members should speak one at a time for the orderly discussion of issues. The City Charter does mandate that reasons be stated when members are absent and the City Manager or Mayor should be notified if members are going to miss a meeting.

**4. MAYOR PRO-TEM APPOINTMENT**

Mayor Proctor requested a motion to appoint Steven Manor as Mayor Pro-Tem stating he values Member Manor's input, they work well as a team and he trusted his advice and wisdom. MOTION by Ellis, SUPPORT by Mulvahill, "To approve the Mayor's appointment of Steven Manor as Mayor Pro-Tem." MOTION CARRIED (6-0).

**5. APPROVED MINUTES**

MOTION by Ellis, SUPPORT by Lobur, "To approve the minutes of the regular meeting of the City Council held November 6, 2017." MOTION CARRIED (6-0).

MOTION by Ellis, SUPPORT by Lobur, "To approve the minutes of the executive session held November 6, 2017." MOTION CARRIED (6-0).

**6. CITIZENS' COMMENTS**

- None.

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

- Mayor Proctor reported on the Howell Area Fire Authority meeting held November 8, 2017. Received an update on the refurbishing of Ladder 20 scheduled to be completed in 4 to 6 weeks; engineering on the station expansion is now moving forward after the hurricane standards provision was withdrawn from proposed legislation; Attorney Kevin Gentry was reappointed as legal counsel for 2018.

**8. COUNCIL CORRESPONDENCE**

- Letters from second grade students from Northwest Elementary. Mayor Proctor and Council members will schedule a visit to the classroom.
- Howell Beautification – Morrie Coles Memorial. Member Manor has been working with members of the Beautification Committee and would like to acquire a large bolder to affix a memorial plaque to place in the garden at the Thompson Lake Boat Launch. A draft of the language for the plaque was read and presented. Member Manor clarified that he was not requesting the naming of a park. Mike Yost suggested adding that Morrie was also Citizen of the Year in 1992. It was noted that the Naming Policy required the approval of Mrs. Bernice Coles prior to moving forward. Council concurred with the proposed memorial in honor of Morrie Coles.

**9. APPROVED – 2018 HOWELL AREA PARKS & RECREATION AUTHORITY BUDGET**

MOTION by Lobur, SUPPORT by Ellis, "To approve the 2018 Howell Area Parks & Recreation Authority Budget." Recreation Director Rogers personally thanked the City Council for their financial and emotional support stating he hoped that support would continue after his retirement. He also expressed appreciation to city staff for all their assistance. Council members thanked Paul for his service as Recreation Director noting that he stabilized the authority. Tim Church, incoming

Recreation Director and current Youth Services Manager, introduced himself and presented the 2018 budget. Fund 224 was added to account for the United Way grant received for transportation. Member Manor questioned the fund 208 revenue on the combined budget titled as administration and requested it be shown as municipal revenues instead of administration. MOTION CARRIED (6-0).

**10. APPROVED – RECYCLE LIVINGSTON LEASE AGREEMENT**

MOTION by Mulvahill, SUPPORT by Ellis, “To approve the Lease Agreement between the City of Howell and Recycle Livingston for a period of ten years effective January 1, 2018.” Executive Director Julie Cribley & Board President John Boris were present. They noted the importance of having the lease agreement in place however were moving forward on the design of the building, survey and site plan. Discussion followed on provisions for termination and length of the agreement and if sub-leasing was allowed. City Attorney Perkins stated sub-leasing was silent therefore not allowed. City Manager Charles noted the longer-term lease was in recognition of Recycle Livingston’s investment of \$200,000 in capital improvements to the property. Ms. Cribley stated Recycle Livingston will be offering City of Howell residents special consideration, either a discount on membership or free services, and they have board approval to sign the lease. MOTION CARRIED (6-0).

**11. DISCUSSED – 2018 HRC RATE SCHEDULE**

MOTION by Ellis, SUPPORT by Manor, “To approve the HRC 2018 hourly rate schedule reflecting a rate adjustment of 1.3%.” Council members expressed concern with approval of the increase prior to the 2018 budget preparation. City Manager Charles stated the current contract expires in 2020, allows for rate increases, and does not prohibit the City from going out to bid on significant projects. Nancy Faught, Vice President HRC, stated they were willing to defer the rate increase until the 2018/2019 budget. MOTION by Manor, SUPPORT by Lobur, “To postpone action on the HRC 2018 hourly rate schedule until the City completes the 2018/2019 budget adoption process.” Council expressed their appreciation of the offer to defer the increase. Ms. Faught acknowledged the good business relationship HRC has with the City of Howell. MOTION CARRIED (6-0).

**12. APPROVED – 2018 MML MEMBERSHIP**

MOTION by Ellis, SUPPORT by Lobur, “To approve payment of the Michigan Municipal League invoice in the amount of \$4,810 for the 2018 membership renewal.” MOTION CARRIED (6-0).

**13. APPROVED – RESOLUTION NO. 17-27, OPT OUT OF PA 152**

MOTION by Manor, SUPPORT by Ellis, “To adopt Resolution No. 17-27, opting the City of Howell out of Public Act 152 for the 2018 plan year.” City Manager Charles commended the employee labor groups as well as non-union employees on their willingness to help control costs associated with health insurance. Mayor Proctor stated he was impressed with the City staff. MOTION CARRIED (6-0).

**14. AWARDED BID/PURCHASE – WWTP HEADWORKS BARSCREEN REPAIR**

MOTION by Mulvahill, SUPPORT by Manor, “To approve the Headworks Company to rebuild the barscreen for parts and labor at a cost not to exceed \$22,276.91.” DPS Director Suida stated staff had budgeted replacement instead of repair. WWTP Operations Manager Spitler noted the repaired barscreen should last approximately 17 years. MOTION CARRIED (6-0).

**15. APPROVED PAYMENT OF BILLS**

MOTION by Ellis, SUPPORT by Mulvahill, “To approve the payment of bills ending November 20, 2017 in the amount of \$541,788.90 and payroll to cover the period ending November 25, 2017.” Member Lobur questioned Dornbos Sign, Engineered Protection Services, and Federal Contractor Registration. MOTION CARRIED (6-0).

**16. CITY MANAGER’S REPORT**

- Economic Development Council of Livingston County, County Funding Update. Livingston County only approved a one year contract instead of the requested three year contract at a reduced contribution of \$175,000. City staff has found the LCEDC in partnership with Ann Arbor Spark to be very beneficial for economic development and has concern that Livingston County is backing away from economic development with reducing the length and amount of the contract. Member Manor suggesting discussing the possibility of creating a regional economic development effort.
- Reminder of the Fantasy of Lights Parade scheduled for November 24<sup>th</sup>; DPW has a float entry this year.
- Mark’s Coney Island submitted architectural plans today for reconstruction.
- Ongoing tax reform packages are being proposed on the Federal level; under consideration is eliminating early refunding options for bonds and private activity bonds. MML has been active in opposing these proposals. The State Legislature is heading into pre lame duck session; major bills in response to pension and retiree health funding are under consideration. Law enforcement and fire fighters are planning a rally next week.
- City offices will be closed Thursday & Friday for the Thanksgiving holiday.

**17. OLD BUSINESS**

- Member Manor stated the Aberrant Ales grand opening was very successful.

**18. NEW BUSINESS**

- MOTION by Manor, SUPPORT by Ellis, “To excuse Member Niblock from the November 20, 2017 meeting, reason stated.” MOTION CARRIED (6-0).
- Mayor Proctor questioned the timing of removing chairs/tables from the sidewalk cafes noting the upcoming Fantasy of Lights Parade.
- Mayor Lobur questioned if the dock at the boat launch would be removed for the winter.

- Main Street Inc. Outreach Coordinator Kate Litwin announced Small Business Saturday scheduled for November 25<sup>th</sup> stating they would be giving away 200 goodie bags; the storefront decorating contest also started today. Giving Tuesday is scheduled for November 28<sup>th</sup> with a challenge to donate \$5.00 and challenge 5 additional people to donate \$5.00 on Facebook; matching funds have been pledged by the Bill & Melinda Gates Foundation.
- Mayor Proctor wished everyone Happy Thanksgiving.

**19. EXECUTIVE SESSION – PROPERTY ACQUISITION**

- 8:15 p.m. MOTION by Ellis, SUPPORT by Manor, “To adjourn to Executive Session to discuss property acquisition with a roll call vote.” Ellis – yes, Manor – yes, Lobur – yes, Yost – yes, Mulvahill – yes, Proctor – yes. MOTION CARRIED (6-0).
- 8:44 p.m. MOTION by Ellis, SUPPORT by Mulvahill, “To reconvene the regular meeting.” MOTION CARRIED (6-0).
- MOTION by Ellis, SUPPORT by Yost, “To not exercise the first right of refusal on the November 2017 purchase offer for 121 S. Walnut.” MOTION CARRIED (6-0).

**20. ADJOURN**

MOTION by Mulvahill, SUPPORT by Ellis, “To adjourn the regular meeting of the City Council at 8:45 p.m.” MOTION CARRIED (6-0).

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 Nick Proctor, Mayor

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 Jane Cartwright, City Clerk