

Regular Meeting of the Howell City Council
Monday, December 18, 2017
Howell City Council Chambers – Lower Level
611 E. Grand River
Howell, Michigan 48843
517-546-3502

1. CALL TO ORDER

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, Steven Manor, Michael Mulvahill, Scott Niblock, Andrew Yost 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, 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, A. Currie, Caron Davis, Jeff Thomas, Randy Cooley.

2. PLEDGE OF ALLEGIANCE

3. APPROVED MINUTES

MOTION by Ellis, SUPPORT by Mulvahill, “To approve the minutes of the regular meeting of the City Council held December 4, 2017.” MOTION CARRIED (7-0).

MOTION by Yost, SUPPORT by Mulvahill, “To approve the minutes of the work session held December 11, 2017.” MOTION CARRIED (7-0).

4. CITIZENS’ COMMENTS

- None.

5. REPORTS – COUNCIL MEMBERS SERVING ON COMMISSIONS

- Mayor Proctor reported on the December 6, 2017 DDA/Main Street Meeting. The annual budget retreat has been scheduled for January 24, 2018 following the regular meeting. Main Street is fundraising for grant matching dollars to acquire a Flying Carpet or Pop up Park to create new green space.
- Member Ellis reported the December 2017 regular meeting of the Howell Area Parks & Recreation Authority has been canceled.

6. COUNCIL CORRESPONDENCE

- None.

7. **APPROVED – CIVIC EVENT APPLICATION, RIDE TO REMEMBER, MAY 19, 2018**

MOTION by Lobur, SUPPORT by Ellis, “To approve the civic event application submitted by Rolling Thunder Chapter 5 for the Ride to Remember scheduled for May 19, 2018 contingent upon receipt for certificate of insurance.” Randy Cooley was in attendance and indicated Rolling Thunder is a non-profit organization with 900,000 members nationwide working to assist the needs of Veterans. The Ride to Remember honors Veterans that have served their country. MOTION CARRIED (7-0).

8. **APPROVED – ADDITIONAL MERS CONTRIBUTION**

MOTION by Ellis, SUPPORT by Mulvahill, “To authorize an additional contribution of \$149,254 to the City’s Defined Pension Plan with MERS of Michigan before December 31, 2017 to assist with the current unfunded liability.” MOTION CARRIED (7-0).

9. **DISCUSSED – ENGINEERING SERVICES**

DPS Director Suida reviewed the summary of engineering services along with design and project costs over the last 10 years. The City began using a five year service agreement in 2006 and completed an RFQ process in 2015. HRC was selected after submitting a comprehensive proposal and have a range of expertise to handle all engineering activities. City Manager Charles explained engineering costs include implementation of storm water regulations through the SAW grant which is 90% reimbursable, as well as the WWTP analysis which will be reimbursed by the Drain Commission. Staff meets with HRC representatives monthly to review projects and engineering costs are constantly monitored. Council expressed concern with the large expenditures for engineering however acknowledged that the quality of service provided by HRC is top notch. They thanked staff for providing the detailed information, requested the continued tracking of engineering expenses and the use of the RFQ process every five years. The annual CPI rate adjustment of 1.3% is part of the five year contract and there was Council support for moving forward with the rate increase. Mayor Proctor stated there was no intention to renegotiate the current contract however he preferred incorporating the increase as part of the budget process since six months of the expense would be in the 2018/2019 fiscal year.

10. **AWARDED BID/PURCHASE – CITY HALL LARGE FORMAT PLOTTER/SCANNER, APPLIED IMAGING, \$6,395**

MOTION by Ellis, SUPPORT by Yost, “To purchase the Canon Multi-Function Plotter/Scanner ImageProGraf 785 from Applied Imaging under the MITN Contract #FH-17-18-1978 for \$6,395 with the understanding that 90% of cost is reimbursed by the MDEQ SAW grant.” City Manager Charles clarified the net cost would be \$639.50. DPS Director Suida confirmed the expense was budgeted in the engineering line item with a corresponding revenue reimbursement from the SAW grant. MOTION CARRIED (7-0).

11. APPROVED PAYMENT OF BILLS

MOTION by Ellis, SUPPORT by Mulvahill, “To approve the payment of bills ending December 18, 2017 in the amount of \$614,925.73 and payroll to cover the period ending December 23, 2017 & January 6, 2018.” Mayor Proctor questioned Fishbeck, Thompson, Carr & Huber (Headworks Study), Best Pest Control (816 McPherson), and Grundy’s (no hunting signs for Lucy Road). MOTION CARRIED (7-0).

12. CITY MANAGER’S REPORT

- Commended DPW staff for managing the recent snow event. Staff is also working on non-compliance properties for sidewalk snow removal.
- Staff is reviewing the OPEB legislation recently passed and will provide actions taken to address areas of concern.
- Will send out a Doodle calendar to schedule the next budget work session for late January.

13. OLD BUSINESS

- Member Niblock requested an update on 816 McPherson. Staff expects to secure the demolition order by the end of January.
- Member Lobur acknowledged the thank you letter received from a resident for replacement of a water service.
- Mayor Proctor commended staff for the recent snow removal.
- Mayor Proctor questioned the status of the City Hall east wall. City Manager Charles stated the monitors are still in place; a reading was taken last week and the wall seems to be stabilized.
- Mayor Proctor questioned the status of carpet replacement for City Hall 3rd floor and stated the work from the sidewalk program and cement replacement on the north side of City Hall looks good.

14. NEW BUSINESS

- Mayor Proctor wished everyone a Merry Christmas, especially the best municipal staff in the state.

15. ADJOURN

MOTION by Mulvahill, SUPPORT by Ellis, “To adjourn the regular meeting of the City Council at 7:50 p.m.” MOTION CARRIED (7-0).

Nick Proctor, Mayor

Jane Cartwright, City Clerk