

Regular Meeting of the Howell City Council
Monday, January 22, 2018
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: Jan Lobur, Steven Manor, Michael Mulvahill, Andrew Yost and Mayor Nick Proctor.

Council Members Absent: Robert Ellis & 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, 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, Caron Davis, J. Pearce, Roland Harkless, Logan Barb, Tanner Barb, Dustin Briscoe, Grant Nicklin, Steve Douglas, Stephen Douglas, Ryan Smith, Steven Richards, Tim Richards, Karl Haws, Zander Haws.

2. PLEDGE OF ALLEGIANCE

3. APPROVED MINUTES

MOTION by Lobur, SUPPORT by Mulvahill, “To approve the minutes of the regular meeting of the City Council held January 8, 2018.” MOTION CARRIED (5-0).

4. CITIZENS’ COMMENTS

- Roland Harkless, 875 Farnworth/White Lake, stated he owns 9 acres on Mason Road and the property was annexed into the City in 1996. He is looking for a way to obtain water & sewer service, possibly through a special assessment district. City Manager Charles indicated the last estimate on extending service to this property was approximately \$250,000. Staff can refine the cost estimate and contact Marion Township to explore possibilities.

5. REPORTS – COUNCIL MEMBERS SERVING ON COMMISSIONS

- Mayor Proctor reported on the Howell Area Fire Authority meeting held January 17, 2018. Received a DNR grant for brush fire equipment; approved a budget resolution; and opted out of PA 152 for 2018.
- Member Lobur reported on the Planning Commission meeting held January 17, 2018. Reviewed a preliminary plan for an 11,500 square foot medical office complex for IHA at 202 W. Highland; public hearing will be held in February. Discussed potential changes to the Howell City Code in compliance with the Redevelopment Ready Communities program.
- Mayor Proctor presented the written report from Member Ellis on the Howell Area Recreation Authority meeting held January 16, 2018. Current officers were reappointed for 2018; opted out of PA 152 for 2018; increased the employee contributions on health insurance premiums from 10% to 20% for 2018; amended the Personnel Policies Manual; reviewed the HAPRA Foundation application for 501c(3) status and concurred to forward it on for legal review; year-end financial statements were reviewed.
- Member Manor reported on the January 16, 2018 meeting of the Livingston Economic Development Council. Balanced the budget using funds from savings to make up for the reduced contribution from Livingston County. The EDC is working on future contributions at the level of 1/3 from Livingston County, 1/3 from municipalities, and 1/3 from businesses; will begin discussions with Livingston County regarding their 2019 contribution level. Handy Township has joined as a new member.
- Member Manor reported SEMCOG will hold their next meeting and 50th anniversary celebration Friday, January 26, 2018.

6. COUNCIL CORRESPONDENCE

- None.

7. APPROVED – AMENDMENTS TO PERSONNEL POLICIES MANUAL

MOTION by Yost, SUPPORT by Mulvahill, “To approve the 2018 Amendments to the Personnel Policies Manual as presented.” MOTION CARRIED (5-0).

8. APPROVED – CREDIT CARD POLICY

MOTION by Lobur, SUPPORT by Mulvahill, “To adopt Resolution No. 18-01, City Credit Card Policy and Purchasing Card Policy.” MOTION CARRIED (5-0).

9. APPROVED – PAYMENT AUTHORIZATION POLICY

MOTION by Manor, SUPPORT by Mulvahill, “To approve the Payment Authorization Policy.” Finance Director Stanislawski noted staff was codifying their current practice into a written policy. MOTION CARRIED (5-0).

10. APPROVED – 2018 SEMCOG MEMBERSHIP

MOTION by Yost, SUPPORT by Manor, “To approve the 2018 SEMCOG membership dues in the amount of \$1,199.” MOTION CARRIED (5-0).

11. APPROVED - PAYMENT OF BILLS

MOTION by Lobur, SUPPORT by Yost, "To approve the payment of bills ending January 22, 2018 in the amount of \$605,988.42 and payroll to cover the period ending February 3, 2018." Member Lobur questioned Howell Area Chamber of Commerce; Mayor Proctor questioned Ferguson Waterworks and Safety Services. MOTION CARRIED (5-0).

12. BOARD/COMMISSION APPOINTMENTS:

A. DDA Board – Jonathan Myers, term ending 01/02/2022. Deferred until the February 12, 2018 meeting.

B. DDA Board – Randy Greene, term ending 01/02/2022. MOTION by Yost, SUPPORT by Mulvahill, "To approve the Mayor's appointment of Randy Greene to the DDA Board for a term ending January 2, 2022." MOTION CARRIED (5-0).

C. DDA Board – Kevin Adamo, term ending 01/02/2019. MOTION by Manor, SUPPORT by Yost, "To approve the Mayor's appointment of Kevin Adamo to the DDA Board for a term ending January 2, 2019." MOTION CARRIED (5-0).

D. Planning Commission – Jan Lobur, term ending 04/30/2019. MOTION by Yost, SUPPORT by Mulvahill, "To approve the Mayor's appointment of Jan Lobur to the Planning Commission for a term ending April 30, 2019." MOTION CARRIED (5-0).

E. Planning Commission – Erin Britten & Jeannette Ambrose, terms ending 04/30/2021. MOTION by Manor, SUPPORT by Mulvahill, "To approve the Mayor's appointment of Erin Britten and Jeannette Ambrose to the Planning Commission for terms ending April 30, 2021." MOTION CARRIED (5-0).

F. Opera House Historic District Commission - Chelsea Dantuma, fill existing term ending 5/20/2018 & new term ending 05/20/2021. MOTION by Lobur, SUPPORT by Mulvahill, "To approve the Mayor's appointment of Chelsea Dantuma to the Opera House Historic District Commission to fill an existing term ending May 20, 2018 and a new term ending May 20, 2021." MOTION CARRIED (5-0).

13. CITY MANAGER'S REPORT

- Goals & Objectives Retreat Agenda. Reviewed the draft agenda. Mayor Proctor indicated he would like to continue discussion on the proposed public safety special assessment.
- Annual Report. City Manager Charles presented his annual report for the 2016/2017 fiscal year as part of the evaluation process.

14. OLD BUSINESS

- Member Lobur questioned the completion of the Recreation Center flooring.
- Member Lobur inquired on the status of applicants for the position of Assessor.

- Member Manor commented on the HIVE Teen Center 1 year anniversary celebration.

15. NEW BUSINESS

- MOTION by Yost, SUPPORT by Lobur, “To excuse Scott Niblock from the January 22, 2018 meeting, reason stated.” MOTION CARRIED (5-0). MOTION by Yost, SUPPORT by Mulvahill, “To excuse Bob Ellis from the January 22, 2018 meeting, reason stated.” MOTION CARRIED (5-0).
- Mayor Proctor indicated a couple of streetlights on Michigan north of Grand River were out.
- Mayor Proctor & Mayor Pro-Tem Manor reported they held a meeting with former Mayors of Howell (Mike Yost, Gerri Moen, Bob Parker & Paul Streng) and discussed the current state of municipal finances affecting the City.
- Mayor Proctor visited WKAR studios in East Lansing and participated in an interview for “Monday Morning with the Mayor”.
- Member Mulvahill questioned potential changes in Recycling. DPS Director Suida stated there would be no changes in the City of Howell however reported the recycling market is struggling.

16. EXECUTIVE SESSION – ATTORNEY/CLIENT COMMUNICATION & CITY MANAGER’S ANNUAL EVALUATION

- 7:46 p.m. MOTION by Lobur, SUPPORT by Manor, “To adjourn to Executive Session to discuss an attorney/client communication and conduct the City Manager’s annual evaluation on a roll call vote.” Manor – yes, Lobur – yes, Yost – yes, Mulvahill – yes, Proctor – yes. MOTION CARRIED (5-0).
- 9:24 p.m. MOTION by Lobur, SUPPORT by Mulvahill, “To reconvene the regular meeting.” MOTION CARRIED (5-0).

17. ADJOURN

MOTION by Mulvahill, SUPPORT by Yost, “To adjourn the regular meeting of the City Council at 9:24 p.m.” MOTION CARRIED (5-0).

Nick Proctor, Mayor

Jane Cartwright, City Clerk