

**Regular Meeting of the Howell City Council**  
**Monday, February 12, 2018**  
**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 Mayor Nick Proctor at 7:00 p.m.

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

Council Member Absent: Steven Manor.

Also Present: City Manager Shea Charles, City Attorney Dennis Perkins and City Clerk Jane Cartwright.

Others in Attendance: DPS Director Erv Suida, Finance Director/Treasurer Catherine Stanislawski, Community Development Director Tim Schmitt, IT Director Mike Pitera, DPW Operations Manager Mike Luce, Assessor Joey Lentine, Caron Davis, J. Pearce, Alex Smith, Renee Guido, Susie Hill.

**2. PLEDGE OF ALLEGIANCE**

Mayor Proctor commended the DPW staff for the tremendous job clearing the roads from the big snow event of 2018.

**3. APPROVED MINUTES**

MOTION by Lobur, SUPPORT by Mulvahill, “To approve the minutes of the regular meeting of the City Council held January 22, 2018.” MOTION CARRIED (6-0).

MOTION by Yost, SUPPORT by Mulvahill, “To approve the minutes of the executive session of the City Council held January 22, 2018.” MOTION CARRIED (6-0).

MOTION by Lobur, SUPPORT by Mulvahill, “To approve the minutes of the special meeting of the City Council held January 29, 2018.” MOTION CARRIED (6-0).

MOTION by Yost, SUPPORT by Mulvahill, “To approve the minutes of the executive session of the City Council held January 29, 2018.” MOTION CARRIED (6-0).

MOTION by Ellis, SUPPORT by Mulvahill, “To approve the minutes of the special meeting of the City Council held February 3, 2018.” MOTION CARRIED (6-0).

MOTION by Ellis, SUPPORT by Mulvahill, “To approve the minutes of the executive session of the City Council held February 3, 2018.” MOTION CARRIED (6-0).

MOTION by Lobur, SUPPORT by Ellis, “To approve the minutes of the retreat work session of the City Council held February 3, 2018.” MOTION CARRIED (6-0).

4. **CITIZENS’ COMMENTS**

- Renee Guido, Co-chair of the League of Woman Voters for the Brighton/Howell area, announced that their first public meeting will be held at the Howell Carnegie District Library on February 21, 2018 at 6:00 p.m.
- Alex Smith, 711 N. Michigan, stated his friend and student at Howell High School, Julianna Ward-Brown, lost her life in a car accident last week. He inquired about doing a memorial at Thompson Lake noting she loved to go to the City beach. Mayor Proctor suggested a partnership with Howell High School. Alex indicated he was meeting with Principal Jason Schrock and would talk to him about a joint memorial project.

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

- Mayor Proctor reported on the DDA meeting held January 24, 2018. The annual Applause Awards to recognize volunteers is scheduled for April 26, 2018 at Block Brewery. Also discussed was the outreach effort to include the businesses on S. Michigan and E. Grand River on DDA activities.

6. **COUNCIL CORRESPONDENCE**

- Livingston County, Fillmore County Park. Mayor Proctor referenced the City’s previous commitment in January 2014 and reaffirmed in January 2015 toward matching grant funds for the development of Fillmore County Park. MOTION by Ellis, SUPPORT by Mulvahill, “To approve the Contribution Agreement between Livingston County and the City of Howell for Fillmore County Park in the amount of \$2,000.” MOTION CARRIED (6-0).

7. **APPROVED – RESOLUTION NO. 18-02, BUDGET AMENDMENTS**

MOTION by Lobur, SUPPORT by Yost, “To adopt Resolution No. 18-02, Budget Amendments.” MOTION CARRIED (6-0).

8. **APPROVED – RESOLUTION NO. 18-03, WATER/SEWER SYSTEM CAPITAL FEE STUDY & MORATORIUM**

MOTION by Yost, SUPPORT by Ellis, “To adopt Resolution No. 18-03 authorizing Water & Sanitary Sewer System Capital Fee Study and implementing a fee moratorium during the study period.” Council questioned if completion of

the study should use a bid process. City Manager Charles indicated Utility Financial Solutions performs the annual rate study. UFS has the documentation to complete the capital fee study therefore it is a cost effective solution, turn around will be fast, and the quoted price is appropriate for the work. City Manager Charles also reviewed changes in technology and methodology prompting the study, and the process for collecting capital charges during the moratorium which are outlined in the resolution. MOTION CARRIED (6-0).

9. **APPROVED - PAYMENT OF BILLS**

MOTION by Ellis, SUPPORT by Mulvahill, “To approve the payment of bills ending February 12, 2018 in the amount of \$906,968.23 and payroll to cover the period ending February 17, 2018.” Member Ellis questioned Spicer Group, Mayor Proctor questioned Basic, and Member Lobur questioned Shaner’s Cutting Edge. MOTION CARRIED (6-0).

10. **BOARD/COMMISSION APPOINTMENT – JONATHAN MYERS, DDA BOARD, TERM ENDING 01/02/2022**

MOTION by Lobur, SUPPORT by Yost, “To approve the Mayor’s appointment of Jonathan Myers to the DDA Board for a term ending January 2, 2022.” MOTION CARRIED (6-0).

11. **CITY MANAGER’S REPORT**

- Thanked the Mayor, City Council and Staff for participating in the Retreat and questioned potential dates/times for the next work session. A calendar survey will be distributed targeting late afternoon on a weekday.
- Expressed kudos to DPW and Police staff for handling the snow emergency. Snow hauling from the CBD will be scheduled Wednesday night/Thursday morning this week.

12. **OLD BUSINESS**

- Mayor Proctor questioned the status of the house at 816 McPherson. Attorney Perkins stated the motion will be filed in Circuit Court next week and he expects demolition to take place in April.

13. **NEW BUSINESS**

- MOTION by Ellis, SUPPORT by Niblock, “To excuse Steven Manor from the February 12, 2018 meeting, reason stated.” MOTION CARRIED (6-0).
- Susie Hill, 822 Spring, questioned which sidewalks the City plows. City Manager Charles stated sidewalks contiguous to City property and Grand River are plowed by City staff.

14. **EXECUTIVE SESSION – CITY MANAGER’S ANNUAL EVALUATION**

- 7:33 p.m. MOTION by Yost, SUPPORT by Ellis, “To adjourn to Executive Session to conduct the City Manager’s annual evaluation on a roll call vote.” Mulvahill – yes, Niblock – yes, Ellis – yes, Lobur – yes, Yost – yes, Proctor – yes. MOTION CARRIED (6-0).

- 8:07 p.m. MOTION by Ellis, SUPPORT by Mulvahill, “To reconvene the regular meeting.” MOTION CARRIED (6-0).
- MOTION by Ellis, SUPPORT by Lobur, “To approve the 2017 City Manager’s evaluation summary as presented and approve a 2% wage increase effective January 1, 2018.” MOTION CARRIED (6-0).

**15. ADJOURN**

MOTION by Ellis, SUPPORT by Niblock, “To adjourn the regular meeting of the City Council at 8:10 p.m.” MOTION CARRIED (6-0).

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Nick Proctor, Mayor

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Jane Cartwright, City Clerk