

**Regular Meeting of the Howell City Council**  
**Monday, February 26, 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, Steven Manor, Scott Niblock, Andrew Yost and Mayor Nick Proctor.

Council Member Absent: Michael Mulvahill.

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, Cemetery Supervisor Jason McClanahan, Assessor Joey Lentine, John & Caron Davis, J. Pearce, Alex Smith, Steve & Jeannette Ambrose, A. Currie, Geof Greenheisen.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVED MINUTES**

MOTION by Ellis, SUPPORT by Niblock, “To approve the minutes of the regular meeting of the City Council held February 12, 2018.” MOTION CARRIED (6-0).

MOTION by Ellis, SUPPORT by Lobur, “To approve the minutes of the executive session of the City Council held February 12, 2018.” MOTION CARRIED (6-0).

**4. CITIZENS’ COMMENTS**

- John Davis, 907 Meadowlark, expressed concern with the condition of Warbler Way and questioned if there were any plans to repair the deteriorated road surface.

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

- Mayor Proctor reported on the February 21, 2018 Howell Area Fire Authority meeting. Repairs to the ladder truck should be completed in March; they are in the process of selling two brush vehicles; budget committee meetings have been scheduled; Lindhout Associates is finishing plans for the addition to the Main Station and the project will be going out to bid.

- Member Lobur reported on the February 21, 2018 Planning Commission meeting. Received an update on downtown activities, the build out of the five remaining units at Indian Oaks, and three new homes at Howell Estates. Approved the Site Plan and Special Land Use with conditions for the new IHA Medical facility at 202 W. Highland, and the expansion/renovation of Soapy Bucket Car Wash at 1026 E. Grand River; received a preliminary plan review from Evangelista Development for the new assisted living facility on Highland Road near Gallery Park; and granted site plan approval for the new 911 Dispatch Center at 300 S. Highlander Way. Held a public hearing on proposed zoning ordinance revisions to multiple sections and discussed the potential waiving of permit fees and other charges for charitable organizations.
- Member Ellis reported on the February 20, 2018 Howell Area Parks & Recreation Authority meeting. Developed a plan for monthly financial targets; scheduled a board and staff retreat for April 7, 2018 at Chemung Hills; reviewed financial reports, received updates on the 501c3 application and potential development of a community center in conjunction with Howell Schools.
- Mayor Proctor reported on the Placemaking and Economic Development Committee and distributed the marketing packet that was completed by Community Development Director Schmitt as part of the Redevelopment Ready Communities initiative. The final draft will be included in the Friday Update. Staff is still working on the economic development tool and changes to the website to complete the process.

6. **COUNCIL CORRESPONDENCE**

- None.

7. **DISCUSSED – STREET VACATION REQUEST, ROSELANE DR. & LAKE AVENUE**

Community Development Director Schmitt presented the request to vacate the undeveloped portion of Roselane Dr. & Lake Avenue from property owners Steven & Jeannette Ambrose who own the property on both sides of the easement as well as 90% of the property in the area. A 30 x 32.5 foot portion of Roselane Dr. would also be vacated to the Munsell family and they would retain public street frontage for their vacant parcel on Thompson Lake. The public right-of-way was donated to the City from the subdivision and the City cannot sell public right-of-way. There are no utilities remaining in the easement and the vacation would not affect National Street. Jeannette Ambrose referenced safety issues connected with the undeveloped road and reviewed their investment in the community to improve the neighborhood. Staff sees no reason to maintain the right-of-way with no plans to develop the remaining portion of the road. Mayor Proctor noted the property owners have completed all the survey work at their expense and plan to consolidate the property into one lot. Council concurred to authorize staff to proceed to develop a formal resolution to vacate the undeveloped portion of Roselane Dr. & Lake Avenue as presented.

**8. AWARDED BIDS/PURCHASES:**

A. Tree Maintenance Contract – Mark’s Tree Service, \$29,115. MOTION by Ellis, SUPPORT by Yost, “To award the 2018 Tree Maintenance Contract to Mark’s Tree Service of Pinckney Michigan in the amount of \$29,115.” MOTION CARRIED (6-0).

B. Argyle Street Park – GameTime Play Core, \$10,900. MOTION by Yost, SUPPORT by Ellis, “To approve the purchase of the Argyle Park Play Structure per quote 71153 from Game Time of Holland Michigan for a price not to exceed \$10,900.” MOTION CARRIED (6-0).

C. Water Treatment Plant Roof Repair – Five Star Commercial Roofing, \$15,900. MOTION by Manor, SUPPORT by Ellis, “To approve Five Star Commercial Roofing, Inc., Hartford City, Indiana to provide a 20 year warranty roofing system not to exceed \$15,900 for the replacement of the Lab and Generator room roofs at the Water Treatment Plant.” MOTION CARRIED (6-0).

**9. APPROVED - PAYMENT OF BILLS**

MOTION by Ellis, SUPPORT by Yost, “To approve the payment of bills ending February 26, 2018 in the amount of \$397,917.53 and payroll to cover the period ending March 3, 2018.” MOTION CARRIED (6-0).

**10. BOARD/COMMISSION APPOINTMENTS:**

A. Board of Zoning Appeals – Kenneth Keith & Jacob Schlittler, terms ending 4/30/2021. MOTION by Lobur, SUPPORT by Yost, “To approve the Mayor’s appointment of Kenneth Keith & Jacob Schlittler to the Board of Zoning Appeals for terms ending April 30, 2021.” MOTION CARRIED (6-0).

B. Brownfield Redevelopment Authority – Paul Streng, term ending 11/01/2020. MOTION by Manor, SUPPORT by Lobur, “To approve the Mayor’s appointment of Paul Streng to the Brownfield Redevelopment Authority for a term ending November 1, 2020.” MOTION CARRIED (6-0).

C. CIRAB – Andrew Yost, fill existing term ending 06/30/2019. MOTION by Manor, SUPPORT by Ellis, “To approve the Mayor’s appointment of Andrew Yost to the Capital Improvement Rate Advisory Board for a term ending June 30, 2019.” MOTION CARRIED (6-0).

**11. CITY MANAGER’S REPORT**

- Six Council members have indicated they can attend a Goals & Objectives work session on March 8, 2018. MOTION by Lobur, SUPPORT by Niblock “To schedule a Goals & Objectives work session for March 8, 2018 starting at 4:00 p.m. at Howell City Hall.” MOTION CARRIED (6-0).
- Requested budgets were due from staff today. Once the final 2018/2019 budget is prepared, work sessions will be scheduled for review with Council.

- An article on the potential Police Safety Special Assessment was published in the Livingston Daily last week.
- A public informational workshop presented by MML on the fiscal challenges experienced by municipalities is tentatively scheduled for March 13, 2018; MML will also attend the March 12, 2018 Council meeting. Both the City of Howell and City of Brighton will be participating.

**12. OLD BUSINESS**

- None.

**13. NEW BUSINESS**

- MOTION by Manor, SUPPORT by Ellis, “To excuse Member Mulvahill from the February 26, 2018 meeting, reason stated.” MOTION CARRIED (6-0).
- Mayor Proctor announced the joint meeting of the DDA, Main Street & City Council scheduled for Thursday, March 1, 2018, 5:00 p.m. in the 3<sup>rd</sup> floor conference room at First National Bank.

**14. ADJOURN**

MOTION by Ellis, SUPPORT by Yost, “To adjourn the regular meeting of the City Council at 7:45 p.m.” MOTION CARRIED (6-0).

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Nick Proctor, Mayor

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Jane Cartwright, City Clerk