

**Regular Meeting of the Howell City Council**  
**Monday, July 24, 2017**  
**Howell City Council Chambers – Lower Level**  
**611 E. Grand River**  
**Howell, Michigan 48843**  
**517-546-3502**

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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, Jeff Hansen, Jan Lobur, Michael Mulvahill, Steven Manor 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, Finance Director/Treasurer Catherine Stanislawski, Community Development Director Tim Schmitt, IT Director Mike Pitera, DPW Operations Manager Mike Luce, Project Technician Matt Davis, Assessor Joey Lentine, Parks & Cemetery Supervisor Jason McClanahan, John & Caron Davis, Tom Richardson, Alex Smith, Tim Church, Nicole Kamienski, Susie Hill.

**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 July 10, 2017.” MOTION CARRIED (6-0).

**4. CITIZENS’ COMMENTS**

- None.

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

- Member Lobur reported on the July 19, 2017 Planning Commission meeting. The Commission recommended approval of the rezoning from R1 to SMD for 117 Pulford Street to accommodate the expansion of Howell Soft Cloth; approved the site plan and special land use for the addition to the Main Fire Station; and received updates on the Thai Summit, Aberant Ales, and Nelson Ridge projects.
- Member Ellis reported on the July 18, 2017 Howell Area Parks & Recreation Authority meeting. A revised deficit elimination plan was submitted to the Department of Treasury due to a change in procedure; established a hiring

process for a new Director pursuant to the pending retirement of Paul Rogers December 22, 2017; reviewed financial statements and discussed plans for the \$15,000 Teen Center Transportation grant received from United Way.

- Mayor Proctor reported on the July 19, 2017 Howell Area Fire Authority meeting. Held the annual election of officials (no change in positions), and congratulated Fire Marshall Jamil Czubenko on completing the Certified Executive Fire Official designation.
- Mayor Proctor reported that the National Main Street Center will be visiting the City of Howell August 24, 2017 to review the Master Plan and ongoing projects for Main Street; Mayor & Council will be invited to participate.

6. **COUNCIL CORRESPONDENCE**

- None.

7. **APPROVED – HOWELL MELON FESTIVAL, AUGUST 18-20, 2017:**

A. Civic Event Application. MOTION by Ellis, SUPPORT by Lobur, “To approve the Civic Event application submitted by the Howell Area Parks & Recreation Authority for Howell Melon Festival scheduled for August 18-20, 2017 incorporating staff comments and contingent upon MDOT approval for the closing of Grand River.” MOTION CARRIED (6-0).

B. Resolution No. 17-18, Closure of Grand River. MOTION by Ellis, SUPPORT by Manor, “To adopt Resolution No. 17-18, Grand River Closing for Howell Melon Festival.” MOTION CARRIED (6-0).

8. **APPROVED – SIDEWALK TRIP HAZARD REMOVAL**

MOTION by Ellis, SUPPORT by Hansen, “To authorize City staff to contract with Precision Concrete Cutting of Holland Michigan, the only qualified contractor in the State of Michigan, to perform trip hazard removals for a cost of \$39 per fix, not to exceed \$15,000.” Project Technician Davis explained the process used to confirm competitiveness of the quoted price. MOTION CARRIED (6-0).

9. **APPROVED – LUCY ROAD PARK CONVERSION, CONCEPTUAL DESIGN**

Community Development Director Schmitt indicated the conceptual design was the first step in the process to conform with MDNR requirements to replace the Lucy Road parkland. Staff is seeking input on potential changes to the conceptual design before submitting to MDNR. Council discussed the need for ball fields, potential of bleachers, and the main access to the site. City Manager Charles stated the initial proof of concept step must demonstrate that the site is functional. A Public Hearing will be required later in the process. MOTION by Manor, SUPPORT by Ellis, “That Council grant approval for the conceptual layout for the park conversion site as presented.” MOTION CARRIED (6-0).

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

DPS Director Suida reviewed the request from Recycle Livingston to construct a permanent structure on the Catrell Street site owned by the City. Staff is looking for input from Mayor & Council on the idea and felt it was an appropriate time to review the current lease agreement approved in 1991. Council noted the increased recycling in Livingston County due to the efforts of Recycle Livingston as well as the curbside program offered to City residents. The City took the initiative to offer recycling for Livingston County with the purchase of the property and partnership with Recycle Livingston in 1991 and remains the only community that provides ongoing support for their operation estimated at \$6,000 per year for plowing, mowing and dumpster service. Council expressed concern with a permanent building, potentially owned by Recycle Livingston, on property owned by the City of Howell. The program offers a wider variety of recycling opportunities and City residents do still use the service, however the site is predominately used by township residents since curbside recycling is now available in the City. Staff can bring back specific information in regards to use and invite representatives from Recycle Livingston to attend a future meeting.

**11. DISCUSSED – BENNETT CENTER FLOORING**

City Manager Charles referenced the deferred maintenance items at the Bennett Center, owned by the City and leased to the Howell Area Parks & Recreation Authority. The flooring needs to be upgraded however full replacement is estimated at \$105,000 due to the asbestos material. Another option is an overlay process estimated at \$27,000 that seals the current flooring and addresses the immediate concern. Discussion followed. MOTION by Manor, SUPPORT by Ellis, “To authorize City staff to obtain bids for the overlay flooring process for the Bennett Center.” MOTION CARRIED (6-0).

**12. AWARD BID/PURCHASE – 2017 PAVING IMPROVEMENTS, C & D HUGHES, \$499,839.25**

MOTION by Ellis, SUPPORT by Hansen, “To award the 2017 Street Improvement Project to C & D Hughes of Lansing Michigan for a unit price cost totaling \$499,839.25.” Since this is a carryover project from the 2016/2017 fiscal year, a budget amendment will be necessary in the current fiscal year. MOTION CARRIED (6-0).

**13. APPROVED PAYMENT OF BILLS**

MOTION by Ellis, SUPPORT by Lobur, “To approve the payment of bills ending July 24, 2017 in the amount of \$1,383,474.28 and payroll to cover the period ending July 22, 2017.” Mayor Proctor questioned Chinese Delight and Rehmann Robson. MOTION CARRIED (6-0).

**14. CITY MANAGER’S REPORT**

- Will be out of the office attending the Manager’s conference the remainder of this week and on vacation July 31<sup>st</sup> through August 4<sup>th</sup>. DPS Director Suida will be Acting City Manager in his absence.

- The next Council meeting is August 14, 2017, in 3 weeks.
- Schedule Work Session. MOTION by Ellis, SUPPORT by Hansen, “To schedule a work session on August 8, 2017 at 6:00 p.m. to discuss long term budget issues and the May 2018 Headlee Override election.” MOTION CARRIED (6-0).
- Food Truck Tuesday is scheduled for August 1<sup>st</sup> and Rock the Block will be held August 2<sup>nd</sup>.
- The tentative start date for the Lucy Road paving project is August 2, 2017.

**15. OLD BUSINESS**

- Member Ellis questioned the status of the Grand River Road Diet. City Manager Charles stated MDOT will not have the traffic study completed until late September or early October.
- Susie Hill, 822 Spring, questioned the wooden structure on Walnut Street. City Manager Charles responded that it was a parklet that provides additional seating for downtown businesses.
- Susie Hill, 822 Spring, stated she has been a member of Recycle Livingston for 30 years, and they take additional items that are not accepted as part of the City’s curbside recycling program.

**16. NEW BUSINESS**

- MOTION by Ellis, SUPPORT by Mulvahill, “To excuse member Scott Niblock from the July 24, 2017 meeting (reason stated).” MOTION CARRIED (6-0).
- Mayor Proctor questioned the dip in the road at National & Grand River. DPS Director Suida indicated it was a MDOT sewer related issue; he will report the problem.

**17. ADJOURN**

MOTION by Hansen, SUPPORT by Mulvahill, “To adjourn the regular meeting of the City Council at 7:55 p.m.” MOTION CARRIED (6-0).

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Nick Proctor, Mayor

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Jane Cartwright, City Clerk