

Regular Meeting of the Howell City Council
Monday, November 6, 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, Jeff Hansen, Jan Lobur, Steven Manor, Scott Niblock and Mayor Nick Proctor.

Council Member Absent: Michael Mulvahill.

Also Present: City Manager Shea Charles, City Attorney Dennis Perkins and Deputy City Clerk Deanna Robson.

Others in Attendance: Deputy Police Chief Scott Mannor, Finance Director/Treasurer Catherine Stanislawski, Community Development Director Timothy Schmitt, IT Director Mike Pitera, WWTP Operations Manager Mike Spitler, Parks & Cemetery Supervisor Jason McClanahan, Project Technician Matt Davis, Amber & Dawn Goebbel.

2. PLEDGE OF ALLEGIANCE

3. APPROVED MINUTES

MOTION by Ellis, SUPPORT by Lobur, “To approve the minutes of the regular meeting of the City Council held October 23, 2017.” MOTION CARRIED (6-0).

4. CITIZENS’ COMMENTS

- None.

5. REPORTS – COUNCIL MEMBERS SERVING ON COMMISSIONS

- Mayor Proctor reported on the October 25, 2017 DDA Board meeting. A quorum was not present so the only motion made was to pay some bills; the Main Street closing strategy meeting will be held at 5:00 p.m. on November 29th at the Howell Carnegie District Library; and there will be no Lunar New Year celebration in February due to lower attendance in 2017 and costs for the event.
- Mayor Proctor reported on the October 30, 2017 HAPRA Board meeting, which he attended for Member Ellis. Final interviews for the Executive Director position were held, and Tim Church was selected with a December start date; the regular meeting followed; the 2018 draft budget was approved and will now

be submitted to the participating municipalities for their approval; HAPRA has a new software package that will gather demographic data from event participation; and the performance evaluation for the current Executive Director was tabled.

6. **COUNCIL CORRESPONDENCE**

- None.

7. **APPROVED – TOWN COMMONS ADA RAMPS**

MOTION by Ellis, SUPPORT by Manor, “To authorize an additional \$42,000 to the 2017 Sidewalk Program that was awarded to Mattioli Cement Co. for the ADA ramp improvements within the Town Commons Subdivision.” Member Manor asked if this contract would address all current ADA issues. City Manager Charles noted that this addresses all known issues, adding that this is the last of the three developments requiring updates of ramps that were originally installed by the developers; the project also includes installation of some new ramps; and ADA standards have been updated since original installations. Member Lobur asked about costs associated with the ADA ramps for which the developer is responsible, and City Manager Charles responded that the developer has already committed to escrow payments. Mayor Proctor noted that the costs were not budgeted, and Finance Director/Treasurer Stanislawski responded that the last budget amendments put the fund balance at 22%, and 20% is the target amount. City Manager Charles added that on November 20th staff will learn the amount of the additional personal property tax reimbursement, but the amount is anticipated to be over \$100,000. Mayor Proctor inquired about the curb at State Street near Dairy Queen, and City Manager Charles responded that State Street is budgeted for 2018/2019. MOTION CARRIED (6-0).

8. **AWARDED BID/PURCHASE:**

MOTION by Ellis, SUPPORT by Hansen, “To approve the purchase of the Brinkman Autoclave from North Central Laboratories for an amount not to exceed \$6,620.” Member Manor asked how the plant has been operating in the interim and City Manager Charles responded that the Water Plant has been sharing their equipment, but it is not an efficient long-term solution. Mayor Proctor inquired about budgeting, and City Manager Charles responded that the equipment was not in the current budget but there is a large sewer reserve fund to cover this expense. MOTION CARRIED (6-0).

9. **APPROVED PAYMENT OF BILLS**

MOTION by Ellis, SUPPORT by Lobur, “To approve the payment of bills ending November 6, 2017 in the amount of \$289,540.41 and payroll to cover the period ending November 11, 2017.” Member Lobur questioned Billy Goat Push Blower, and Mayor Proctor questioned pest control on McPherson, permit revenue sharing, and the Act 425 Agreement with Genoa Charter Township. MOTION CARRIED (6-0).

10. CITY MANAGER'S REPORT

- The concrete work on Crane and Gregory Streets has been completed. Pavement issues are being fixed on Clinton Street, as well as a small patch on Gregory. The contractor had some equipment problems with the paving machine near the Howell Carnegie District Library and has committed to resolve the issues. The sidewalk program is moving along, including replacement of the front steps at City Hall and completing installation of the sidewalk on North National Street. The contractor has agreed to hold the pricing until the Spring for areas that they are not able to complete by the end of the calendar year.
- At the recent ICMA conference there was a lot of great discussion regarding the roles of cities, and Richard Florida's new book was recommended for those interested.
- Prior to the October 23, 2017 regular meeting, Member Hansen had communicated to City Manager Charles that he would be absent; City Manager Charles apologized to Mayor and City Council for not notifying them before that meeting.

11. OLD BUSINESS:

- MOTION by Manor, SUPPORT by Ellis, "To excuse Member Hansen from the October 23, 2017 meeting, reason stated." MOTION CARRIED (6-0).
- Member Niblock inquired about the Grand River Avenue temporary striping project. City Manager Charles responded that staff expects to receive counts from MDOT next month and intends to complete the project in the Spring after the end of the school year.
- Member Manor inquired about the memorial recognition for Morrie Coles in the City. Staff will work with Member Manor to get a project on the next agenda for Council approval.
- Mayor Proctor asked City Attorney Perkins for an update on the status of the condemned home on McPherson. Attorney Perkins responded that the case can advance once pest control has been completed.

12. NEW BUSINESS

- MOTION by Lobur, SUPPORT by Hansen, "To excuse Member Mulvahill from the November 6, 2017 meeting, reason stated." MOTION CARRIED (6-0).
- MOTION by Hansen, SUPPORT by Niblock, "To set the date for the 2018/2019 Budget Work Session to Monday, December 11, 2017 at 6:00 p.m." MOTION CARRIED (6-0).
- Mayor Proctor noted the upcoming election on November 7, 2017 and thanked Council for all of their work.

13. EXECUTIVE SESSION – PENDING LITIGATION & LABOR NEGOTIATIONS

- 7:30 p.m. MOTION by Hansen, SUPPORT by Ellis, "To adjourn to Executive Session to discuss pending litigation and labor negotiations, and to amend the

agenda to reflect these items, with a roll call vote.” Niblock – yes, Ellis – yes, Manor – yes, Lobur – yes, Hansen – yes, Proctor – yes. MOTION CARRIED (6-0).

- 7:58 p.m. MOTION by Ellis, SUPPORT by Niblock, “To reconvene the regular meeting.” MOTION CARRIED (6-0).
- MOTION by Ellis, SUPPORT by Manor, “To approve the 2018 employee health insurance Letter of Understanding as to form, subject to technical amendments and approval by the labor unions.” MOTION CARRIED (6-0).

14. ADJOURN

MOTION by Hansen, SUPPORT by Ellis, “To adjourn the regular meeting of the City Council at 8:00 p.m.” MOTION CARRIED (6-0).

Nick Proctor, Mayor

Deanna Robson, Deputy City Clerk