

**Regular Meeting of the Howell City Council**  
**Monday, May 21, 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, Michael Mulvahill, Andrew Yost 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, Parks & Cemetery Supervisor Jason McClanahan, Recreation Director Tim Church, Angela Parth, Tom Richardson, Kim Esper, Michelle Tokan, Kyle Tokan, Nicole Kaminski, David Flynn, John & Caron Davis, Ann Heins, Jane Theirfeldt, Mary Cole.

**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 May 7, 2018.” MOTION CARRIED (6-0).

Mayor Proctor addressed the members of City Council relating to the May 7, 2018 vote on the Public Safety Special Assessment. He stated that a couple years ago the Council started to talk about stabilizing the budget; everyone understood the problem, and after exploring many options, developed a unity of purpose moving forward with establishment of the Public Safety Special Assessment District. However after a difficult public hearing on May 7<sup>th</sup>, the unity of purpose was disappointingly lost. Mayor Proctor apologized for not seeing it coming and promised to make every effort to stay in better touch with Council’s thinking. He asked that over the next three weeks, members begin the process of one-on-one discussions to share thoughts and build trust. He encouraged discussions during the next regular meeting and budget work session sharing thoughts on how to best move forward. Regarding the review of law enforcement services, although it was

appropriate for Council to consider all options for police services, an analysis of costs for comparable services with the County Sheriff showed no appreciable savings. Mayor Proctor stated that the City will not be contracting with any other agency for law enforcement services and he was not inclined to make draconian service reductions within the policing model that might place the safety of residents at risk; Council stands firmly behind the Howell Police Department. The City has a problem to fix it and will take a step back to collectively assess and chart a new way forward to solve the fiscal problems. Mayor Proctor also stated his commitment to regain the Council's unity of purpose and looked forward to discussions over the next month.

4. **CITIZENS' COMMENTS**

- None.

5. **PUBLIC HEARING – 2018/2019 CITY BUDGET AND TRUTH IN TAXATION**

Mayor Proctor opened the public hearing at 7:10 p.m. and noted that the street projects have been eliminated from the budget. There was no response.

Mayor Proctor closed the public hearing 7:11 p.m.

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

- Member Lobur reported on the May 16, 2018 Planning Commission meeting. Granted a five month extension on the site plan for the Pearl Building at 309 E. Grand River; reviewed the preliminary plans for the new Lake Trust Credit Union at 228 W. Highland; and briefly reviewed the 2018 - 2024 Capital Improvement Plan.
- Mayor Proctor reported on the May 16, 2018 Howell Area Fire Authority meeting. Approved budget amendments; discussed procurement of new fire & EMS reporting software, and the significant roof leak at the Marion substation.
- Member Manor reported on the May 8, 2018 Livingston County Transportation Coalition. Heard a presentation by the consultants contracted to conduct a transportation study for Livingston County noting there will be opportunities over the next few months for input on transportation needs.
- Mayor Proctor attended his first meeting as a member of the Michigan Main Street Advisory Council.

7. **COUNCIL CORRESPONDENCE**

- Livingston Family Center, Request for Waiver of Park Fees. MOTION by Ellis, SUPPORT by Lobur, "To approve the request from Livingston Family Center to waive the Rotary Pavilion rental fee for their graduation party scheduled for June 27, 2018 from 4:00 – 8:00 p.m." MOTION CARRIED (6-0).

8. **APPROVED – CIVIC EVENT APPLICATIONS:**

A. Pink Party, June 14, 2018. MOTION by Ellis, SUPPORT by Lobur, "To approve the civic event application for Pink Party scheduled for June 14, 2018 as

amended incorporating staff comments and contingent upon receipt of certificate of insurance; and authorize the hanging of pink bows on the light posts after 6:00 p.m. on Memorial Day.” City Manager Charles noted the State Street closure was changed to 12:00 p.m. and three parking spaces on Grand River will be reserved from 12:00 – 4:00 p.m. MOTION CARRIED (6-0).

B. Graduation Party, 928 Griswold, June 23, 2018. MOTION by Ellis, SUPPORT by Yost, “To approve the civic event application submitted by David Flynn to close Griswold Street from Prospect to Tompkins for a Graduation Party scheduled for June 23, 2018 incorporating staff comments and contingent upon submittal of a parking plan for guests that will not adversely impact the area.” Mr. Flynn stated the Graduation Party/Block Party will take place in the neighbor’s yards and they are trying to eliminate the traffic from using Griswold when leaving the church. This is the same neighborhood party previously held on Liberty Street. MOTION CARRIED (6-0).

C. Melon Festival, August 17-19, 2018. MOTION by Ellis, SUPPORT by Yost, “To approve the civic event application submitted by the Howell Area Parks & Recreation Authority for Melon Festival scheduled for August 17-19, 2018 incorporating staff comments and contingent upon receipt of certificate of insurance, and authorize amplified music under Section 652.06(c)(5) from 7:00 p.m. to 9:00 p.m. each day.” Recreation Director Tim Church thanked the City for their support and stated they were trying to keep the cost down for their patrons. MOTION CARRIED (6-0).

9. **APPROVED – RESOLUTION NO. 18-11, 2018/2019 BUDGET ADOPTION**  
MOTION by Yost, SUPPORT by Lobur, “To adopt Resolution No. 18-11, approval of the 2018/2019 City of Howell Budget and approving an operational millage rate of 15.4997 and garbage millage rate of 1.1115 mills.” City Manager Charles indicated staff moved forward with removing the street improvements, Page Field Lighting, and demolition of the Barnard Center. Council noted the longer the projects are delayed, the more reconstruction would cost, and expressed concern with removal of Page Field lighting since funds have been donated toward the project, and the demolition of the vacant Barnard Center. Discussion will continue at the June 18, 2018 work session. Ann Heins, 212 Prospect, questioned why the public hearing was held before the budget numbers were given and the status of state funds for roads. City Manager Charles indicated the complete city budget is posted on the website, additional information on the reductions were included in the Council Packet, and state funds received for local streets does not cover the repairs. MOTION CARRIED (6-0).
10. **DISCUSSED – CIVIC EVENT POLICY**  
Mayor Proctor requested a review of the Civic Event Policy to consider cost sharing for events. City Manager Charles referenced the current policy, breakdown of costs over the last three years, as well as comparison to the City of Plymouth’s Policy. Council discussed the tangible economic benefit and good will provided during

events however recommended moving forward with a 50% reimbursement of costs for all events (except for those events already required to reimburse at 100%) effective January 1, 2019. Also discussed were options to base the reimbursement (true cost or prior year), broadening the definition of non-profit to clarify governmental agencies and consistent treatment for all events. Staff will bring back an amended policy and application for consideration. Once the policy change is approved, staff will begin the communication process with event sponsors.

**11. APPROVED - PAYMENT OF BILLS**

MOTION by Ellis, SUPPORT by Lobur, “To approve the payment of bills ending May 21, 2018 in the amount of \$405,887.10 and payroll to cover the period ending May 26, 2018.” Member Lobur questioned Walmart. Mayor Proctor questioned Goose Works and repairs to Police bikes. MOTION CARRIED (6-0).

**12. BOARD/COMMISSION APPOINTMENT – OPERA HOUSE HISTORIC DISTRICT COMMISSION, KELLY HANSEN, TERM ENDING 5/20/2021**

MOTION by Ellis, SUPPORT by Mulvahill, “To reappoint Kelly Hansen to the Opera House Historic District Commission for a term ending May 20, 2021.” MOTION CARRIED (6-0).

**13. CITY MANAGER’S REPORT**

- June Budget Work Session. MOTION by Ellis, SUPPORT by Mulvahill, “To schedule a work session to discuss the 2018-2019 Budget and future revenue options for Monday June 18, 2018 at 5:00 p.m. at the Howell Area Chamber of Commerce. MOTION CARRIED (6-0). Staff will prepare for the amended budget discussion and the potential Headlee Override vote however noted if Council had specific topics they would like staff to prepare for, please let him know.
- Staff is working to clarify the specific process on the 90% State Street grant for consideration at the June 11, 2018 meeting. Future engineering costs will count toward the City’s 10% match. Council indicated they were supportive of the project noting the City needed to take advantage of all grant opportunities.

**14. OLD BUSINESS**

- None.

**15. NEW BUSINESS**

- MOTION by Manor, SUPPORT by Ellis, “To excuse member Scott Niblock from the May 21, 2018 Council meeting, reason stated.” MOTION CARRIED (6-0).
- Mayor Proctor requested staff cost out a reduced schedule or elimination of leaf pick up and also include ramifications to the storm system. DPS Director Suida stated leaf pick up service was part of the actionable items with the Phase II Storm Water System and is also part of the reduced cost under the Advanced Disposal Contract. Council also requested compost options.

- Member Manor stated he received a positive comment from a resident that contacted DPW concerning a problem with a city tree. He was very pleased with the response of the DPW.
- Mayor Proctor encouraged Council members to bring forward ideas to reduce costs.
- Member Manor referenced an article in Bridge Magazine regarding a lawsuit charging the state with failure to fund municipal government including an analysis on how we got here. City Manager Charles stated staff has been watching the case and will forward the article to Council.
- Member Ellis suggested quarterly utility bills instead of bi-monthly.

**16. EXECUTIVE SESSION – PENDING LITIGATION & ATTORNEY CLIENT COMMUNICATION**

- 8:08 p.m. MOTION by Ellis, SUPPORT by Lobur, “To adjourn to Executive Session to discuss pending litigation and attorney client communication with a roll call vote.” Ellis – yes, Manor – yes, Lobur – yes, Yost – yes, Mulvahill – yes, Proctor – yes. MOTION CARRIED (6-0).
- 8:35 p.m. MOTION by Yost, SUPPORT by Ellis, “To reconvene the regular meeting.” MOTION CARRIED (6-0).

**17. ADJOURN**

MOTION by Ellis, SUPPORT by Mulvahill, “To adjourn the regular meeting of the City Council at 8:36 p.m.” MOTION CARRIED (6-0).

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Nick Proctor, Mayor

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Jane Cartwright, City Clerk