

Regular Meeting of the Howell City Council
Monday, February 11, 2019
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: Jeannette Ambrose, Robert Ellis, Randy Greene, Jan Lobur, Michael Mulvahill, 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: Police Chief George Basar, DPS Director Erv Suida, Community Development Director Tim Schmitt, Finance Director Catherine Stanislawski, DPW Operations Manager Mike Luce, Assessor Ashley Winstead, IT Director Mike Pitera, DDA Director Cathleen Edgerly, Main Street Outreach Coordinator Kate Litwin, Alex Smith, Paul Rogers, Hunter Allen, John & Caron Davis, Raene Mark, Clark Gill, Tom Richardson.

2. PLEDGE OF ALLEGIANCE

3. APPROVED MINUTES

MOTION by Ellis, SUPPORT by Mulvahill, “To approve the minutes of the regular meeting of the City Council held January 31, 2019 as amended.” Member Lobur requested the following correction: Page 3, Planning Commission report, 3rd line, change February 20 to February 11. MOTION CARRIED (6-0).

MOTION by Ellis, SUPPORT by Ambrose, “To approve the minutes of the executive session of the City Council held January 31, 2019.” MOTION CARRIED (6-0).

MOTION by Ambrose, SUPPORT by Ellis, “To approve the minutes of the work session of the City Council held February 4, 2019.” MOTION CARRIED (6-0).

4. CITIZENS’ COMMENTS

- None.

5. REPORTS – COUNCIL MEMBERS SERVING ON COMMISSIONS

- None.

6. COUNCIL CORRESPONDENCE

- Request for Waiver of Park Fees, Cub Scout Pack 3363. MOTION by Ellis, SUPPORT by Mulvahill, “To approve the waiver of pavilion rental and park entrance fees on May 18, 2019 for the Cub Scout Pack 3363 Fishing Derby.” MOTION CARRIED (6-0).

7. APPROVED – CIVIC EVENT APPLICATIONS

A. Rock the Block - June 5, July 10 & August 7, 2019. MOTION by Lobur, SUPPORT by Mulvahill, “To approve the Civic Event application submitted by Howell Main Street Inc. for Rock the Block scheduled for June 5, July 10 and August 7, 2019 incorporating staff comments and contingent upon receipt of certificate of insurance; and to authorize amplified music under Section 652.06(c)(5) for the event ending at 9:00 p.m.” Clark Gill, event chair, stated they are moving the previous State Street location to the 100 block of N. Walnut due to the State Street construction. MOTION CARRIED (6-0).

B. Food Truck Rally, May 18, 2019. MOTION by Ellis, SUPPORT by Mulvahill, “To approve the Civic Event application submitted by Howell Main Street Inc. for Food Truck Rally scheduled for May 18, 2019 incorporating staff comments and contingent upon receipt of certificate of insurance.” MOTION CARRIED (6-0).

8. APPROVED – UPDATES TO MERS PARTICIPATION AGREEMENT & PERSONNEL POLICIES MANUAL

A. Resolution No. 19-02 Establishing Authorized Signatories for MERS Contracts. MOTION by Lobur, SUPPORT by Ellis, “To adopt Resolution No. 19-02 Establishing Authorized Signatories for MERS Contracts.” MOTION CARRIED (6-0).

B. Revised Participation Agreement – Health Care Savings Program. MOTION by Ellis, SUPPORT by Mulvahill, “To approve the MERS Health Care Savings Program Participation Agreement increasing the employer and employee contributions to \$35 per pay effective March 1, 2019. MOTION CARRIED (6-0).

C. Revised Participation Agreements – Defined Benefit Plans. MOTION by Ellis, SUPPORT by Mulvahill, “To approve the MERS Defined Benefit Plan Adoption Agreement for Divisions 01, 02, 10, 12, 13 & 20 increasing employee contributions from 5% to 6% effective March 1, 2019 with subsequent increases to 7% effective January 1, 2020, and to 8% effective January 1, 2021.” MOTION CARRIED (6-0). MOTION by Lobur, SUPPORT by Mulvahill, “To approve the MERS Defined Benefit Plan Adoption Agreement for Divisions 21 & 22 increasing employee contributions from 3.68% to 4.63% effective March 1, 2019 with subsequent increases to 5.6% effective January 1, 2020, to 6.54% effective January 1, 2021, and to 7.5% effective January 1, 2022.” MOTION CARRIED (6-0).

- D. Personnel Policies Manual. MOTION by Ambrose, SUPPORT by Ellis, “To approve the amendments to the City of Howell Personnel Policies Manual with corrections to the Paid Time-Off schedule, Health Insurance, Life Insurance, Retiree Health Benefits and Pension Plan for non-union employees as presented.” MOTION CARRIED (6-0).
9. **APPROVED – RESOLUTION NO. 19-03, POVERTY EXEMPTION INCOME AND ASSET TEST GUIDELINES**
MOTION by Ellis, SUPPORT by Mulvahill, “To adopt Resolution No. 19-03, Poverty Exemption Income and Asset Test Guidelines.” MOTION CARRIED (6-0).
10. **APPROVED – FINANCIAL PLAN FOR WATER & WASTEWATER SYSTEMS, UTILITY FINANCIAL SOLUTIONS**
MOTION by Ellis, SUPPORT by Lobur, “To engage Utility Financial Solutions to complete a comprehensive financial plan for the Water System and Wastewater System for a cost of \$9,800.” Discussion followed on the expense of the study versus the importance of making sure the utility rates are appropriate and that they are not under-accelerated or over-accelerated. UFS has been used for many years; the last comprehensive study was completed in 2015 and last rate increase was in 2017. Mayor Proctor questioned why the 2015 study could not be used to complete an in-house financial model. City Manager Charles explained the complex analysis of balancing fees that assure each class of customer is charged appropriately including Marion Township users. Attorney Perkins stressed the importance of adhering to the guidelines set by the Bolt vs. City of Lansing case and receiving the expert validation that the rates are not a tax. MOTION CARRIED (5-1). Mayor Proctor opposed.
11. **APPROVED – MICROSOFT EXCHANGE/OUTLOOK MIGRATION PROJECT**
MOTION by Mulvahill, SUPPORT by Ellis, “To purchase the Microsoft Exchange Online Cloud Email System from Gracon Services, Inc. and migrate the current email accounts for a total cost of \$27,380, with the City of Howell’s portion being \$12,080, pending approval from the City of Brighton.” The project was budgeted at \$14,000. MOTION CARRIED (6-0).
12. **APPROVED - PAYMENT OF BILLS**
MOTION by Ellis, SUPPORT by Mulvahill, “To approve the payment of bills ending February 11, 2019 in the amount of \$651,595.11 and payroll to cover the period ending February 16, 2019.” Member Lobur questioned Shaner’s, Member Greene questioned Applied Imaging, Bob Maxey Ford and Cummins Bridgeway, Member Ambrose questioned State of Michigan. MOTION CARRIED (6-0).

13. BOARD/COMMISSION APPOINTMENT – DDA BOARD, MARC HARLOW, TERM ENDING JANUARY 2, 2023

MOTION by Lobur, SUPPORT by Ellis, “To approve the reappointment of Marc Harlow to the DDA Board for a term ending January 2, 2023.” MOTION CARRIED (6-0).

14. CITY MANAGER’S REPORT

- City Park Naming Request. Based on Council’s suggestions, a new design was developed for the new sign pursuant to the renaming of the City Park. Paul Rogers indicated the plaque in memory of Fred Catrell will be placed on the new sign in the upper right corner for increased visibility and the coloring will be the same as the current sign. The letter sizing between City of Howell and Scofield Park was also discussed. MOTION by Ellis, SUPPORT by Lobur, “To approve the new park sign design with Howell Parks and Recreation in the upper left corner, City of Howell Scofield Park in Honor of Bill, Joy and Rick Scofield in the middle, and the plaque in memory of Fred Catrell in the upper right corner.” It was also noted that no City funds are being used for the new sign. Paul Rogers suggested May 19, 2019 for the sign dedication ceremony. City Manager Charles referred Mr. Rogers to DPS Director Suida to coordinate the sign installation. MOTION CARRIED (6-0).
- Monday March 4, 2019 at 6:00 p.m. was suggested for the next budget work session. MOTION by Greene, SUPPORT by Ellis, “To schedule a budget work session for Monday March 4, 2019 at 6:00 p.m.” MOTION CARRIED (6-0).
- Registration is now open for the MML Capital Conference scheduled for March 19 & 20, 2019. The City receives a discounted rate for being a member of MML Workers’ Compensation Fund.

15. OLD BUSINESS

- Mayor Proctor expressed appreciation for the completed demolition of the dangerous buildings on Elm Street.
- Mayor Proctor questioned the status of the request to increase parking limits in the Northwest quadrant of the City.

16. NEW BUSINESS

- MOTION by Ambrose, SUPPORT by Mulvahill, “To excuse Member Steven Manor from the February 11, 2019 meeting, reason stated.” MOTION CARRIED (6-0).

17. EXECUTIVE SESSION – LABOR NEGOTIATIONS & CITY MANAGER’S EVALUATION

- 7:40 p.m. MOTION by Ellis, SUPPORT by Mulvahill, “To adjourn to Executive Session to discuss Labor Negotiations and complete the City Manager’s evaluation.” Mulvahill – yes, Ambrose – yes, Ellis – yes, Lobur – yes, Greene – yes, Proctor – yes. MOTION CARRIED (6-0).
- 8:02 p.m. MOTION by Ellis, SUPPORT by Ambrose, “To reconvene the regular meeting.” MOTION CARRIED (6-0).

- MOTION by Ellis, SUPPORT by Lobur, “To approve the Tentative Agreement with TPOAM DPW for the contract term of January 1, 2019 – December 31, 2022.” MOTION CARRIED (6-0).
- City Manager Charles requested approval for 2.5% wage increases for the direct appointees of the City Council noting increases for all other non-union employees are approved by the City Manager. MOTION by Ellis, SUPPORT by Ambrose, “To approve a 2.5% wage increase for the City Clerk, City Treasurer, and City Assessor in line with all other non-union staff for a four year term, with the current increase effective October 1, 2018.” MOTION CARRIED (6-0).
- 8:04 p.m. MOTION by Greene, SUPPORT by Lobur, “To adjourn to Executive Session to continue the City Manager’s evaluation.” Ambrose – yes, Ellis – yes, Lobur – yes, Greene – yes, Mulvahill – yes, Proctor – yes. MOTION CARRIED (6-0).
- 8:51 p.m. MOTION by Ellis, SUPPORT by Mulvahill, “To reconvene the regular meeting.” MOTION CARRIED (5-0). *Member Greene previously left the executive session at 8:35 p.m.*
- MOTION by Ellis, SUPPORT by Mulvahill, “To approve a 2.5% wage increase for the City Manager effective October 1, 2018, and approve an evaluation score of 4.3 with the City Council to work with the City Manager to establish future goals and objectives.” MOTION CARRIED (5-0).

18. ADJOURN

MOTION by Ellis, SUPPORT by Mulvahill, “To adjourn the regular meeting of the City Council at 8:56 p.m.” MOTION CARRIED (5-0).

Nick Proctor, Mayor

Jane Cartwright, City Clerk