

Regular Meeting of the Howell City Council
Monday, February 25, 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, Deputy Police Chief Scott Mannor, Police Sergeant Mike Dunn, Police Officer Troy Ronald, DPW Operations Manager Mike Luce, Assessor Ashley Winstead, IT Director Mike Pitera, Project Technician Matt Davis, WWTP Operations Manager Mike Spitler, Alex Smith, Caron Davis, Julie Cribley, John Boris, Brian Gillette, Chelsea Willis, Susie Hill.

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 February 11, 2019.” MOTION CARRIED (6-0).

MOTION by Ellis, SUPPORT by Mulvahill, “To approve the minutes of the executive session of the City Council held February 11, 2019.” MOTION CARRIED (6-0).

4. CITIZENS’ COMMENTS

- None.

5. REPORTS – COUNCIL MEMBERS SERVING ON COMMISSIONS

- Member Ellis reported on the February 19, 2019 Howell Area Parks & Recreation Authority meeting. Discussed options for credit card processors, the March 15, 2019 trivia night fundraising event to benefit The Hive, reviewed

the financial reports for HAPRA and the Aquatic Center, the upcoming retreat for staff scheduled for March 2, 2019, and the recently completed annual audit.

- Mayor Proctor reported on the February 20, 2019 Howell Area Fire Authority meeting. Discussed updating the Fire Prevention Code, renovation to the existing bays at the main station, the results of the union election which was authorized, and the status of fundraising for the Lucas Vetter devices.
- Mayor Proctor reported on the February 20, 2019 Planning Commission meeting. Gave tentative approval for the Town Commons Phase II PUD, reviewed minor revisions to Town Commons Phase I (lot split and removal of one unit), approved the site plan modification for the Soapy Bucket car wash, and discussed the draft ordinance to regulate donation bins.
- Mayor Proctor also reported on the final open house for the Livingston County Transit Master Plan which was well received by those in attendance.

6. **COUNCIL CORRESPONDENCE**

- None.

7. **OATH OF OFFICE – POLICE OFFICER TROY RONALD**

Police Chief Basar introduced new Police Officer Troy Ronald. City Clerk Cartwright gave Officer Ronald the oath of office.

8. **APPROVED – CIVIC EVENT APPLICATION, MEMORIAL DAY PARADE MAY 27, 2019**

MOTION by Ellis, SUPPORT by Ambrose, “To approve the Civic Event application submitted by American Legion Post 141 for the Memorial Day Parade scheduled for May 27, 2019.” Adjutant Brian Gillett from the American Legion stated the parade would have a Vietnam Veterans theme this year and thanked the City for their support. MOTION CARRIED (6-0).

9. **APPROVED – RECYCLING INFRASTRUCTURE GRANT PROGRAM APPLICATION**

MOTION by Lobur, SUPPORT by Ellis, “To authorize the City of Howell, to submit as a partner with Recycle Livingston Inc. as the primary applicant, for the 2019 Recycling Infrastructure Grant Program through the Michigan Department of Environmental Quality for the new Recycle Livingston Volunteer Center and authorize the Mayor to sign the application, if required, and authorize staff to prepare a letter of support for the grant outlining the City’s role.” Council questioned the potential of risk for the City. Community Development Director Schmitt stated Recycle Livingston is responsible for the grant, no city dollars were involved, and the grant will be administered on a reimbursement basis. MOTION CARRIED (6-0).

10. **SCHEDULED PUBLIC HEARING – STATE STREET RECONSTRUCTION PROJECT**

MOTION by Ambrose, SUPPORT by Ellis, “To schedule a public hearing for the State Street Reconstruction Project for Monday, March 11, 2019.” Community

Development Director Schmitt indicated the public hearing was one of the standards for CDBG grant dollars and the grant agreement has already been developed. MOTION CARRIED (6-0).

11. APPROVED – DAM SITE PUMPS, EMERGENCY REPLACEMENT

MOTION by Ellis, SUPPORT by Mulvahill, “To approve the invoice from Kennedy Industries for the emergency replacement of two pumps at the Dam Site Lift Station for an amount of \$32,154.” City Manager Charles stated the pumps were scheduled for replacement as part of the improvements to the lift station. MOTION CARRIED (6-0).

12. APPROVED – DTE LIGHTING FOR DEPOT PARKING LOT

MOTION by Ellis, SUPPORT by Mulvahill, “To approve the estimate provided by DTE Energy to provide lighting for the North Walnut Street Depot Parking Lot with the City contribution cost of \$3,442.51 and annual operating cost of \$691.92.” Discussion followed on the type of lights included in the estimate. MOTION CARRIED (6-0).

MOTION by Ellis, SUPPORT by Mulvahill, “To approve the removal of two non-functioning City owned light poles including the base and conduits to ground level by DTE for a cost not to exceed \$1,600.” MOTION CARRIED (6-0).

13. APPROVED – ADDITIONAL SAW GRANT TASKS

MOTION by Ellis, SUPPORT by Ambrose, “To increase the not to exceed amount for the Engineering Services Proposal for the City of Howell SAW Grant dated January 19, 2017 from \$464,100 to \$755,595 with all expenses eligible for reimbursement through the SAW Grant.” MOTION CARRIED (6-0).

MOTION by Lobur, SUPPORT by Ellis, “To increase the Corby Energy Services sewer cleaning and televising contract amount from \$414,062 to \$604,890 with all expenses eligible for reimbursement through the SAW Grant.” MOTION CARRIED (6-0).

14. APPROVED - PAYMENT OF BILLS

MOTION by Ellis, SUPPORT by Ambrose, “To approve the payment of bills ending February 25, 2019 in the amount of \$591,546.67 and payroll to cover the period ending March 2, 2019.” Member Ambrose questioned J.J. Keller. Mayor Proctor questioned Michigan Chamber Services. MOTION CARRIED (6-0).

15. CITY MANAGER’S REPORT

- Reminder of the budget work session scheduled for March 4, 2019 at 6:00 pm.
- Working with the DDA on the request to modify parking lot time limits on the north side of Grand River. Businesses in the area will be surveyed.
- The Board of Zoning Appeals approved a variance for the gas station at 401 E. Grand River with the provision that the work must start by May 1, 2019. This

will be brought back to City Council to extend the previous deadline (March 31, 2019) to the same time frame.

- Mayor Proctor and City Manager Charles had lunch with our new Representative in Congress Elissa Slotkin and felt that the meeting was very positive. Congresswoman Slotkin is looking to bring Homeland Security Funds to the district.

16. OLD BUSINESS

- Member Mulvahill questioned the funding of the Elm Street demolition. City Manager Charles stated the cost to demolish the 3 houses was paid for by the property owner.

17. NEW BUSINESS

- MOTION by Ellis, SUPPORT by Lobur, “To excuse Member Steven Manor from the February 25, 2019 meeting, reason stated.” MOTION CARRIED (6-0).
- Susie Hill, 822 Spring, expressed concern that the street lights at the Oak Grove entrance to Kroger have been out for some time. City Manager Charles indicated staff will follow up on the problem.
- Member Ambrose questioned if the City can do anything about the broken windows at the old Road Commission Building on North Street. City Manager Charles stated the building is used by the Drain Commissioner for storage; staff will inquire regarding potential repairs.

18. ADJOURN

MOTION by Ellis, SUPPORT by Mulvahill, “To adjourn the regular meeting of the City Council at 7:40 p.m.” MOTION CARRIED (6-0).

Nick Proctor, Mayor

Jane Cartwright, City Clerk