

Regular Meeting of the Howell City Council
Monday, April 8, 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 7:15 p.m.

Council Members Present: Jeannette Ambrose, Robert Ellis, Randy Greene, Jan Lobur, Michael Mulvahill, Steven Manor, and Mayor Nick Proctor.

Also Present: City Manager Shea Charles and City Clerk Jane Cartwright.

Others in Attendance: Police Chief George Basar, Community Development Director Tim Schmitt, Finance Director Catherine Stanislawski, Assessor Ashley Winstead, IT Director Mike Pitera, Project Technician Matt Davis, Caron Davis, Susie Hill, Denise Bochinski, Robert Beck, Chelsea Willis, Deanna Devlin, Joyce Fisher, Tom Richardson, Kylie Steffee, Tammy Steffee, Genessa Claeys, Grey Miller, Jennisa Lamclave.

2. PLEDGE OF ALLEGIANCE

Mayor Proctor explained the late start time was due to the Budget Work Session held prior to the regular meeting. The City is on track to present a balanced budget with some cuts. Staff did a great job on the development of the proposed budget. The Public Hearing on the proposed 2019/2020 budget will be scheduled for May 6, 2019.

Mayor Proctor also introduced Grey Miller, 8th Grader at St. Joseph Catholic School. He along with 8th grader Kylie Steffee won the contest at the spaghetti dinner fundraiser to assist the Mayor at a Council meeting. Grey stated he was interested in the study of plants and hopes to go into the field of botany; he also has a collection of steam engines and antiques.

3. APPROVED MINUTES

MOTION by Ellis, **SUPPORT** by Ambrose, “To approve the minutes of the regular meeting of the City Council held March 25, 2019 as amended.” Member Manor requested the following amendment: page 3, line 6, delete “and it is a County event” and replace with “the event is to recognize all county service members who died in the war”. Mayor Proctor requested the following amendment: page 3, line 2, delete “State funding for veterans (funding was not available)” and replace with “Request a waiver of fees by City Council.” **MOTION CARRIED (7-0).**

4. CITIZENS' COMMENTS

- Susie Hill, 822 Spring, indicated the street lights are still out at the entrance to the Kroger store. City Manager Charles noted staff has spoken with the management of Kroger and were assured that they would be fixed; the City will follow up with them.
- Robert Beck, 4457 Mason, questioned if Council was actually going to charge the veterans for marching in the Memorial Day parade. Mayor Proctor clarified the City is not charging the veterans marching in the parade however are charging the event sponsor (American Legion) 50% of the cost for the event pursuant to the revised Civic Event Policy however he and Mayor Pro Tem Manor offered to pay the fees personally. Since the March 25th meeting, other members of the community have pledged their support to fund the parade.
- Joyce Fisher, 4410 Burkhart, stated Mr. Beck has put the flags out on Grand River for the last 10 years for both Memorial Day and Veterans Day. The Memorial Day Parade was started 130 years ago as a City parade however organization of the parade was handed off to the American Legion many years ago.
- Susie Hill, 822 Spring, indicated her agreement on the previous comments regarding the Memorial Day Parade.
- Deanna Devlin, Hamburg Township (Amber Reineck House Board Member), requested an update on the Amber Reineck House. City Manager Charles indicated the City has completed the legal analysis and expects to report back to Council by the end of June.

5. REPORTS – COUNCIL MEMBERS SERVING ON COMMISSIONS

- Member Ellis reported on the Howell Area Parks & Recreation Authority meeting held March 26, 2019. The initial board members for the 501c3 foundation were appointed; their non-profit status is complete and they are now able to receive donations. The Board also reviewed the draft audit, the HIVE Teen Center Advisory Board report on setting up a fundraiser for the Humane Society, the Aquatic Center and overall finances of the authority, and potential renovations to the pool if the proposed bond proposal is successful in May.

6. COUNCIL CORRESPONDENCE

- City Manager Charles referenced the e-mail correspondence from Joyce Fisher regarding the Memorial Day Parade.

7. APPROVED – CIVIC EVENT APPLICATION, ARGYLE STREET BLOCK PARTY, JULY 27, 2019

MOTION by Lobur, SUPPORT by Ellis, “To approve the Civic Event application submitted by Kelly Smith for the Argyle Street Block Party scheduled for July 27, 2019 incorporating staff comments.” It was noted that block parties are exempted from cost sharing in the civic event policy, since event sponsors are all city residents and the event sponsor is responsible for setting/removing the barricades on the neighborhood street. MOTION CARRIED (7-0).

8. **APPROVED – STATE STREET RECONSTRUCTION CONTRACT**
MOTION by Ellis, SUPPORT by Manor, “To approve the Community Development Block Grant Agreement between the State of Michigan and the City of Howell for the State Street Reconstruction project, authorize the Mayor to sign the agreement, and authorize staff to prepare an amendment request for additional funding for the project from the State of Michigan.” It was noted that no funds are expended until the construction contract is awarded. Discussion followed on potential grant matching funding (10% of the project) due to the increased cost of the project. Approval of the grant contract is required to allow the City to request additional funds from the State. All grant dollars for the project must be expended by December 31, 2020. Member Mulvhill stated he will be abstaining from the vote since his employer is a material supplier for the project. MOTION CARRIED (6-0-1). Member Mulvhill abstained due to a potential conflict of interest.
- Mayor Proctor introduced Kylie Steffe, the second 8th grade student from St. Joseph Catholic School. Kylie stated she likes math and wants to be a math teacher.
9. **APPROVED – MANAGEMENT AGREEMENT WITH HOWELL AREA PARKS & RECREATION AUTHORITY, HOWELL CITY PARK**
MOTION by Ellis, SUPPORT by Mulvhill, “To approve the Letter of Understanding between the City of Howell & Howell Area Parks & Recreation Authority to operate the City Park Guard Booth, Beach Front & Boat Launch for the summer of 2019 for a management fee of \$45,000.” MOTION CARRIED (7-0).
10. **APPROVED – RESOLUTION NO. 19-07, SIDEWALK CAFÉS**
MOTION by Manor, SUPPORT by Ellis, “To adopt Resolution No. 19-07, Sidewalk Cafés on MDOT Trucklines.” Joyce Fisher questioned who enforces the 5 foot walkway on sidewalks. Community Development Director Schmitt stated his staff monitors the sidewalk cafés. Discussion followed on potential interim efforts to keep the cafés in compliance. MOTION CARRIED (7-0).
11. **APPROVED – RESOLUTION NO. 19-08, ARBOR DAY**
MOTION by Ellis, SUPPORT by Mulvhill, “To adopt Resolution No. 19-08 in observance of Arbor Day.” It was noted that Chem Trend is sponsoring this event for the next 4 years. Council acknowledged Chem Trend’s community participation. MOTION CARRIED (7-0).
12. **INTRODUCED – RESOLUTION NO. 19-09, 2019 BUILDING PERMIT FEE MULTIPLIER CALCULATION**
Member Lobur introduced Resolution No. 19-09, 2019 Building Permit Fee Multiplier Calculation. The new fee calculation is based on three years of consistent data and would be effective immediately upon approval. Community Development Director Schmitt reviewed the summary of fees and construction costs.

13. APPROVED - PAYMENT OF BILLS

MOTION by Ellis, SUPPORT by Lobur, “To approve the payment of bills ending April 8, 2019 in the amount of \$618,397.20 and payroll to cover the period ending April 13, 2019.” Member Mulvahill questioned Lexipol and MSDS Online DBA Velocity. MOTION CARRIED (7-0).

14. CITY MANAGER’S REPORT

A. Parking Lot #4 Time Limit. DDA staff reached out to the businesses on the potential change in parking time limits from 2 hours to 4 hours however have not received a lot of feedback. MOTION by Manor, SUPPORT by Ellis, “To approve revised Traffic Control Order #102 setting the Parking Lot #4 time limit to four hours.” MOTION CARRIED (7-0). Council indicated they would prefer that action items be scheduled in the body of the agenda instead of under the City Manager’s report.

- A budget work session was scheduled for April 15, 2019 at the last meeting. MOTION by Manor, SUPPORT by Ellis, “To cancel the April 15, 2019 budget work session.” MOTION CARRIED (7-0).
- Council input was requested on continuing to negotiate with bidding contractor TLS for the State Street reconstruction project. Council concurred to proceed; the finalized construction cost estimate will be presented at the May 6, 2019 meeting.
- Commended Finance Director Stanislawski and Deputy Treasurer Kruzel along with City Staff for preparing the budget documents.

15. OLD BUSINESS

- Member Lobur commended DPW staff for the change-over on the water meters indicating the process was very professional.
- Member Greene indicated he felt the Council could waive the civic event fees for the Memorial Day Parade without setting a precedent. The sponsoring organization is not making any money and the event celebrates and pays tribute to fallen service members. Member Greene thanked Mayor Proctor & Mayor Pro Tem Manor for stepping up and contributing to the cost.
- Member Manor referenced the history provided on the Memorial Day Parade and proposed the Mayor appoint an ad hoc committee to review the event for next year with consideration of taking it back as a City event.

16. NEW BUSINESS

- Mayor Proctor indicated the City has received a communication from the U.S. Postal Service stating the Howell Post Office plans to relocate. It will be included in the Friday update and presented at a future meeting.
- Mayor Proctor commended Grey Miller & Kylie Steffee on their participation at the meeting and expressed his excitement about the future with students like them.

17. **ADJOURN**

MOTION by Ellis, SUPPORT by Ambrose, “To adjourn the regular meeting of the City Council at 8:40 p.m.” MOTION CARRIED (7-0).

Nick Proctor, Mayor

Jane Cartwright, City Clerk