

**Regular Meeting of the Howell City Council**  
**Monday June 10, 2019**  
**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: Jeannette Ambrose, Robert Ellis, Randy Greene, Jan Lobur, Michael Mulvahill, Steven Manor, and Mayor Nick Proctor.

Also Present: Acting City Manager George Basar, City Attorney Dennis Perkins and City Clerk Jane Cartwright.

Others in Attendance: Deputy Police Chief Scott Mannor, Community Development Director Tim Schmitt, Finance Director Catherine Stanislawski, DPW Operations Manager Mike Luce, WWTP Operations Manager Mike Spitler, IT Director Mike Pitera, Acting DPW Superintendent Matt Davis, Caron Davis, Tom Richardson, Deanna Devlin, Courtney Atsalakis, Jim Glenn, Ginger Hoffman.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVED MINUTES**

MOTION by Ambrose, SUPPORT by Lobur, “To approve the minutes of the regular meeting of the City Council held May 20, 2019.” MOTION CARRIED (7-0).

**4. CITIZENS’ COMMENTS**

- None.

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

- Member Ellis reported on the Howell Area Parks & Recreation Authority meeting held May 21, 2019. Approved first quarter budget amendments; reviewed the financial reports including the Aquatic Center. A new enrichment coordinator has been hired and the next meeting was rescheduled to June 25, 2019.
- Mayor Proctor reported on the DDA Meeting held May 22, 2019. Approved the 2019/2020 budget; received reports on the new design of the website separating DDA & Main Street functions, Food Truck Tuesday, Rock the Block, and new downtown businesses.
- Mayor Proctor also reported on the May 22, 2019 meeting of the Michigan Main Street Advisory Council. Reviewed organizational structural changes

due to the Redevelopment Ready Communities program, heard a presentation featuring the Howell Downtown Futures Report, and discussed the Detroit Main Street Plan.

6. **COUNCIL CORRESPONDENCE**

- Howell Chamber of Commerce, Authorize Amplified Music for Balloon Festival Kick Off Lunch. MOTION by Ellis, SUPPORT by Lobur, “To authorize amplified music under Section 652.06(c)(5) on June 24, 2019 from 11:30 am until 1:30 pm for the Balloon Festival Lunch at the Howell Area Chamber of Commerce parking lot, 123 E. Washington Street.” MOTION CARRIED (7-0).

7. **PUBLIC HEARING – STATE REVOLVING FUND APPLICATION, WASTEWATER SYSTEM IMPROVEMENTS PROJECT PLAN**

Ginger Hoffman, certified court recorder, will be recording all comments during the public hearing to be incorporated in the SRF Project Plan. Mayor Proctor opened the public hearing at 7:09 p.m.

Keith McCormack, Senior Consultant from HRC, stated the project plan has been available for public review since May 10, 2019 and provided an overview of the State Revolving Fund (SRF) low interest loan program that has been in place for over 40 years and currently administered by Michigan Department of Environment, Great Lakes and Energy (EGLE, formally DEQ). Dan Royal, Project Engineer, reviewed the process of sewer treatment at the current plant built in 1936 with .5 MGD capacity. The Howell WWTP was expanded in 1960, 1978 and again in 2000 to its current capacity of 2.45 MGD. The additional .65 MGD capacity from the 2000 expansion was funded by and reserved for Marion Township. The enhancements contained in the 2019 project plan include improved wet weather treatment capacity to meet state standards, replacement of aging infrastructure, and new solids dewatering process moving from land application to landfilling. Mr. McCormack reviewed the options for alternative analysis with the rehabilitation of the existing WWTP considered to be the preferred choice. The estimated project totals \$14,660,000 with Pepsi contributing \$3,500,000 & Marion Township contributing \$4,026,528 to the capital cost. The approximate monthly cost per residential user equals \$7.83/month. Deadlines for 3<sup>rd</sup> Quarter Funding would require approval of the Rate Methodology January 31, 2020, Parts I & II applications February 15, 2020, Part III application including construction bids April 18, 2020 and the loan closing/final commitment by the City June 7, 2020. The short term impacts of construction, both positive and negative were reviewed as well as the positive long term impacts of the improvements. Preliminary comments from EGLE have been received and answered.

Council questioned the overflow options during wet weather events, alternatives if the project is not approved, the life span of improvements, and administration of the loan. City Attorney Perkins stated the loan will be through the City of Howell for the entire amount; agreements will be in place with Pepsi and Marion Township

and both parties will be contractually bound to the City for their portion of the cost. The City has met all the State requirements to qualify for the loan.

Mayor Proctor opened the floor for public comment. There was no response. Mayor Proctor closed the public hearing at 7:43 p.m.

8. **APPROVED – RESOLUTION NO. 19-15, FINAL PROJECT PLAN FOR WASTEWATER SYSTEM IMPROVEMENTS, STATE REVOLVING FUND**

MOTION by Manor, SUPPORT by Ellis, “To approve Resolution No. 19-15 Adopting a Final Project Plan for Wastewater System Improvements and Designating an Authorized Project Representative.” MOTION CARRIED (7-0).

9. **APPROVED – RESOLUTION NO. 19-16, GROUP HOUSING MORATORIUM EXTENSION**

MOTION by Mulvahill, SUPPORT by Ambrose, “To adopt Resolution No. 19-16, a three-month extension to the moratorium on all applications in the R-1 or R-2 Zoning Districts requiring Special Land Use approval for unrelated persons to live together.” Community Development Director Schmitt indicated group housing regulations are changing and staff wants to ensure resident concerns are being addressed. City Attorney Perkins confirmed the moving targets on case law and indicated staff is reviewing local ordinances that have been upheld in Court to ensure the final regulations are enforceable. Council requested a monthly status report on the issue so they could be included in the process. Deanna Devlin, representing the Amber Reineck Home, indicated it had been one year since they opened their door to talk to residents in the neighborhood. She described the use as a Sober Living Home for 6 women that have been through rehabilitation and chosen to lead sober lives. They have been very patient and would like the issue to be resolved. Discussion followed. MOTION CARRIED (6-1). Mayor Proctor opposed.

10. **SCHEDULED – WORK SESSION FOR MML EXECUTIVE SEARCH PROCESS**

MOTION by Ellis, SUPPORT by Lobur, “To schedule a work session for Monday June 24, 2019 at 4:00 pm at Howell City Hall, 2<sup>nd</sup> Floor Conference Room, to discuss the profile phase of the City Manager executive search process.” MOTION CARRIED (7-0).

11. **AWARD BID/PURCHASE – WWTP HYDRAULIC PUMP, XYLEM INC., \$38,837.92**

MOTION by Ellis, SUPPORT by Lobur, “To approve the purchase of the Godwin power pack and submersible pump from Xylem Inc. for an amount not to exceed \$38,837.92.” MOTION CARRIED (7-0).

**12. APPROVED - PAYMENT OF BILLS**

MOTION by Ellis, SUPPORT by Ambrose, “To approve the payment of bills ending June 10, 2019 in the amount of \$884,781.67 and payroll to cover the period ending June 8, 2019.” MOTION CARRIED (7-0).

**13. BOARD/COMMISSION APPOINTMENTS:**

A. Howell District Library Board, Kathryn Tuck, term ending June 30, 2023. MOTION by Manor, SUPPORT by Lobur, “To approve the appointment of Kathryn Tuck to the Howell District Library Board, term ending June 30, 2023.” MOTION CARRIED (7-0).

B. Capital Improvement Rate Advisory Board, Michael Mulvahill, term ending June 30, 2023. MOTION by Ellis, SUPPORT by Ambrose, “To approve the reappointment of Michael Mulvahill to CIRAB, term ending June 30, 2023.” MOTION CARRIED (7-0).

**14. CITY MANAGER’S REPORT:**

- Community Development Director Tim Schmitt gave an update on the Highland Howell property. The City has been informed by the buyer that they plan to let the purchase agreement expire. Construction costs have risen substantially and the project is not feasible. Staff will move forward on finalizing the situation with Panhandle Eastern and will continue to work with the broker to market the property.
- Acting DPW Superintendent Matt Davis referenced the ongoing updates to City Council and property owners on the progress of State Street reconstruction. The removal of pavement in the alleys went very smooth; storm sewer in the private alley is completed; and water main installation should be completed this week. Construction is on schedule for completion in October. Businesses have been complimentary to staff on the project.
- Acting City Manager George Basar complimented IT Director Mike Pitera on the change-over of the City’s entire email system.

**15. OLD BUSINESS**

- Member Manor questioned the option to include stakeholders in the MML Executive Search process. Mayor Proctor indicated Council deferred action on the two options included in the proposal. Discussion followed on the potential value of each option.
- Mayor Proctor requested the status of the water meter replacements on the north side of town. DPW Operations Manager Mike Luce stated the project is finished and the meters are operating well.
- Member Lobur questioned the status of Mark’s Coney Island. Community Development Director Schmitt stated staff has not heard from the owner in several months.
- Member Lobur expressed concern with the condition of the Citizens Parking Lot. Community Development Director Schmitt indicated staff reached out to

the owners today and there was a misunderstanding with the new landscape company.

- Member Ambrose questioned the status of the Soapy Bucket project. Community Development Director Schmitt stated the BZA will be meeting June 25, 2019 to consider revised plans.
- Member Mulvahill questioned the status of the gas station at 401 E. Grand River. Community Development Director Schmitt noted a pre-construction meeting was held on June 2, 2019 and staff is waiting for the owners to pick up their permit.

**16. NEW BUSINESS**

- Mayor Proctor reference the high attendance at the Memorial Day Parade and thanked Member Manor and other members of community that stepped up to fund the American Legion's portion of the event for city services. He requested an agenda item at the June 24, 2019 meeting to consider making the Memorial Day Parade a city event.

**17. ADJOURN**

MOTION by Ellis, SUPPORT by Ambrose, "To adjourn the regular meeting of the City Council at 8:24 p.m." MOTION CARRIED (7-0).

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Nick Proctor, Mayor

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Jane Cartwright, City Clerk