

Regular Meeting of the Howell City Council
Monday June 24, 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, Steven Manor, and Mayor Nick Proctor.

Also Present: Interim City Manager Erv Suida, City Attorney Dennis Perkins and City Clerk Jane Cartwright.

Others in Attendance: Police Chief George Basar, Deputy Police Chief Scott Mannor, Community Development Director Tim Schmitt, Finance Director Catherine Stanislawski, DPW Operations Manager Mike Luce, WTP Operations Manager Jim Webster, IT Director Mike Pitera, Acting DPW Superintendent Matt Davis, Assessor Ashley Winstead, Caron Davis, 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 June 10, 2019.” MOTION CARRIED (7-0).

4. CITIZENS’ COMMENTS

- None.

5. REPORTS – COUNCIL MEMBERS SERVING ON COMMISSIONS

- Member Lobur reported on the Planning Commission meeting held June 19, 2019. Received a status report on Hartland Dental, Lake Trust Credit Union, and Chelsea Ridge construction. Reviewed and approved the revised site plan for Soapy Bucket Car Wash for complete reconstruction on the site.
- Member Manor gave an update on the County Transportation Plan. The Livingston County Board of Commissions accepted the plan and will start implementation as soon as funds are available. Hamburg Township has contracted with LETS to transport senior citizens; this was also envisioned to transport residents between Howell and Brighton as part of the plan. Member Manor requested Council’s assistance on encouraging the County Commissioners to secure funding to start implementation of the transportation plan.

- Mayor Proctor reported on the Howell Area Fire Authority meeting held July 19, 2019. Discussed local ordinances required to regulate requirements of the Fireworks Act. The updated Fire Prevention Code has been approved by all member municipalities except the City of Howell. City Attorney Perkins stated his review should be complete for the July 8, 2019 meeting. Mayor Proctor also reviewed the May fire run statistics for all four fire stations within the authority.

6. **COUNCIL CORRESPONDENCE**

- Howell Rotary Club, Request for Waiver of Park Fees. MOTION by Lobur, SUPPORT by Ellis, “To authorize the use of the Rotary Pavilion from 11:00 am until 2:00 pm on August 19, 2019 and waive the rental and entrance fees for Rotary Club Members.” MOTION CARRIED (7-0).

7. **APPROVED – CIVIC EVENT APPLICATION, 5C LOVE LIFE CHOCOLATE WALK**

MOTION by Mulvahill, SUPPORT by Greene, “To approve the Civic Event application submitted by the Pregnancy Helpline for the 5C Love Life Chocolate Walk scheduled for September 14, 2019 incorporating staff comments.” MOTION CARRIED (7-0).

8. **APPROVED – DESIGN ENGINEERING PROPOSAL, SEWER DISPOSAL SYSTEM IMPROVEMENTS, STATE REVOLVING FUND**

MOTION by Ellis, SUPPORT by Mulvahill, “To accept the proposal for Wastewater Treatment Plant Design Engineering Services provided by HRC of Howell MI for an amount not to exceed \$1,180,000 with the City’s portion being \$541,996.49.” Nancy Faught, HRC, indicated construction is estimated at \$11.3 million and design engineering is estimated at 10% of the construction cost. Pepsi & Marion Township are contributing to the project. MOTION CARRIED (7-0).

9. **APPROVED – EXTENSION OF LISTING AGREEMENT, THOMAS A. DUKE COMPANY**

MOTION by Manor, SUPPORT by Ellis, “To approve the Listing Agreement Extension with the Thomas Duke Company for the marketing of the Highland Howell property for one year and authorize the Mayor to sign the agreement.” MOTION CARRIED (7-0).

10. **POSTPONED – UNSAFE BUILDING PROCEEDINGS, 320 BIJOU**

MOTION by Ellis, SUPPORT by Ambrose, “To postpone Unsafe Building action on 320 Bijou for 60 days to allow the property owner time to make repairs.” Community Development Director Schmitt stated park management brought this issue to the attention of the City. After meeting with the property owner, staff is recommending the extension. Member Ambrose commented on the positive upgrades to the Mobile Home Park including the Howell Estates Community Center. MOTION CARRIED (7-0).

11. **APPROVED – NOTICE OF INTENT RESOLUTION NO. 19-16, DWRF**
MOTION by Manor, SUPPORT by Lobur, “To adopt Notice of Intent Resolution No. 19-16, Water Supply System Revenue Bonds, Series 2020 (Drinking Water Revolving Fund Project) for an amount not to exceed \$10 million.” MOTION CARRIED (7-0).
12. **APPROVED – RESOLUTION NO. 19-17, BUDGET AMENDMENTS**
MOTION by Ellis, SUPPORT by Mulvahill, “To adopt Resolution No. 19-17, Budget Amendments.” Member Greene clarified the number of vacant Police Officer positions. Mayor Proctor commented on the good position the City is ending the 2018/2019 fiscal year noting the positive outcomes and receipt of PPT revenues in the amount of \$337,000. MOTION CARRIED (7-0).
13. **INTRODUCED – RESOLUTION NO. 19-18, UTILITY RATE INCREASES**
Member Ellis introduced Resolution No. 19-18, Utility Rate Increases.
14. **INTRODUCED – RESOLUTION NO. 19-19, DONATION BIN FEE**
Member Lobur introduced Resolution No. 19-19, Fees for Collection Bin Permits in the City of Howell. Council thanked Community Development Director Schmitt for moving forward on this project.
15. **DISCUSSED – MEMORIAL DAY PARADE**
Mayor Proctor referenced the 2019 amendments to the civic event policy for 50% cost sharing and proposed the Memorial Day Parade be made a city event coordinated by the American Legion. Discussion followed on a potential agreement with the American Legion to conduct the parade under the Civic Event Policy. MOTION by Ellis, SUPPORT by Greene, “To establish the Memorial Day Parade as a city sponsored event.” MOTION CARRIED (7-0).” Council directed staff to work with the American Legion to develop a proposal for coordination of the Memorial Day Parade.
16. **APPROVED - PAYMENT OF BILLS**
MOTION by Ellis, SUPPORT by Ambrose, “To approve the payment of bills ending June 24, 2019 in the amount of \$668,338.51 and payroll to cover the period ending June 22, 2019.” Member Ambrose questioned Ferguson Waterworks. MOTION CARRIED (7-0).
17. **BOARD/COMMISSION APPOINTMENT – THOMPSON LAKE BOARD:**
Leonard Mattson, term ending April 30, 2021. MOTION by Ellis, SUPPORT by Mulvahill, “To approve the reappointment of Leonard Mattson to the Thompson Lake Board, term ending April 30, 2021.” MOTION CARRIED (7-0).
18. **CITY MANAGER’S REPORT:**
 - A water repair was completed on Grand River near National today.

- N. Michigan between Grand River and Clinton will be shut down the evening of June 25th to complete the water main tie-in for State Street.
- Received the 2018 MERS actuarial report. With the reduction in interest rate assumption from 7.75 to 7.35%, the City's plan is 60% funded. Staff will bring forward a recommendation for an additional payment.

19. OLD BUSINESS

- Member Mulvahill questioned the status of the gas station at 401 E. Grand River. Community Development Director Schmitt stated they have not picked up their building permit.

20. NEW BUSINESS

- Mayor Proctor presented the notification from GFOA that the City's 2018 Comprehensive Annual Financial Report (CAFR) has been awarded the Certificate of Achievement for Excellence in Financial Reporting. Council commended Finance Director Stanislawski and staff for their excellent work in receiving this award for the 12th consecutive year.
- Member Ambrose expressed concern with the trees down in the cemetery. Interim City Manager Suida stated he will look into it and report back.
- Member Manor questioned the process for acting on the vacant lot up for tax sale by the Livingston County Treasurer. Clerk Cartwright explained the procedure for scheduling a closed session to discuss property acquisition. Council concurred they had no interest in purchasing the property under the current offering of tax sale.
- Mayor Proctor requested staff bring forward ideas for the next agenda on the allocation of PPT money with suggestions of page field lighting using the Thai Summit donation, extra pension liability payment, Barnard Center demolition, and Clinton Street grant match dollars.
- Member Greene referenced the recent communication from IT Director Pitera on the ransomware attack and suggested regular updates on IT security.

21. ADJOURN

MOTION by Ellis, SUPPORT by Mulvahill, "To adjourn the regular meeting of the City Council at 7:56 p.m." MOTION CARRIED (7-0).

Nick Proctor, Mayor

Jane Cartwright, City Clerk