

Regular Meeting of the Howell City Council
Monday April 26, 2021
Electronic Meeting – Live Zoom Webinar
611 E. Grand River Ave.
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 Participating: Jeannette Ambrose, Robert Ellis, Nick Hertrich, Randy Greene, Steve Manor, Mayor Pro Tem Jan Lobur and Mayor Nick Proctor.

Also Participating: City Manager Paul DeBuff, City Clerk Angela Guillen, City Attorney Dennis Perkins, and Communications Specialist Danica Katnik.

Others Participating: Police Chief Scott Mannor, Deputy Chief Mike Dunn, Finance Director Catherine Stanislawski, DPS Director Erv Suida, Community Development Director Tim Schmitt, WTP Operations Manager Jim Webster, WWTP Operations Manager Mike Spitler, DPW Superintendent Matt Davis, Parks & Cemetery Supervisor Jason McClanahan, HR Generalist Jamie Helman, Assessor Ashley Winstead, DDA Director Kate Litwin, IT Director Mike Pitera, Tom, Kathy Proctor, Jim Glenn, Brian Lewis, Hans Hertrich, Caron Davis, Alex Clos, Lisa Lewis, Jen Webb, Amy Petru, Jacob Schlittler, Jill, Luke, Robert Spaulding and WHMI.

2. PLEDGE OF ALLEGIANCE

Mayor Proctor stated the Howell City Council is meeting electronically as a result of the COVID-19 virus and to protect the health, safety and welfare of citizens and staff from such virus, as allowed by Howell City Council Resolution 21-07 under MCL 15.263a. All members were participating from the City of Howell.

3. APPROVE MINUTES

MOTION by Ellis, SUPPORT by Ambrose, “To approve the minutes of the regular meeting of the City Council held April 26, 2021 as amended.” A roll call vote was taken. Manor – yes, Lobur – yes, Greene – yes, Hertrich – yes, Ambrose – yes, Ellis – yes, Proctor – yes. MOTION CARRIED (7-0).

4. CITIZENS COMMENTS – All Topics

- Jim Glenn addressed Council regarding the Clinton Street Closure and street study regarding traffic lights. He further inquired about homes sold in the City in the last year. Realtor Jen Webb noted 170 units sold according to Realcomp

MLS from Jan 1, 2020 to Dec 31, 2020 homes and condos not including commercial or vacant land.

5. REPORTS – COUNCIL MEMBERS SERVING ON COMMISSIONS

Member Lobur noted the Barnard Center closing is being scheduled for after April 20, 2021 with construction beginning in the late summer; The Citizens building property is closing soon; Pearl building financing is in place with work beginning soon; J.D. Racing continues to do their due diligence; Planning Commission recommended approval to City Council for Ordinance No. 943 to correct a scrivener's error and regulations for special accommodations.

Mayor Proctor stated he attended the Howell Area Fire Authority meeting on April 21, 2021 with discussion regarding; Fiscal 2021-2022 Fire Budget with a 2% salary increase for all Fire Authority employees; replacement of Rescue 20 vehicle for \$500,000.00; purchase of portable radios through a grant from FEMA for \$17,000.00; approval of the budget at next meeting due to line budget inquiries. Member Ambrose inquired about mileage approvals.

Member Ellis noted The Howell District Carnegie Library reaching a milestone with 50% of the library being digital; the president expressed appreciation to City Council regarding the public Emergency Declaration allowing the Board to meet virtually; Library Board appointment for an open vacancy; approved and extended leave policy due to Covid-19 for employees and payroll tax credits; applications for use of library grounds for events postponed; curbside status due to increases in Covid-19 cases with a 1 hour opening for visits on Monday May 3, 2021 and receiving 6 applicants for scholarships for 2021.

Mayor Proctor noted a meeting of the Economic Development Council of Livingston County. He was unable to attend. Discussion ensued regarding the 2020 year-end financial report, development, and project updates.

Member Manor noted SEMCOG met Friday with a light agenda and approved some amendments to the regional transportation plan and a presentation from MDOT.

Member Ambrose stated HAPRA met on Tuesday April 20, 2021 at the Oceola Community Center; met Amy Gregor a new teacher; recent grants that were applied for approximately \$68,000.00; tabled Oceola loan agreement; letter from the attorney regarding Mrs. Church being hired as a fitness instructor; participation report on new software; check register report and financial statements being sufficient; ribbon cutting for Oceola Community Center on Friday May 7, 2021 at 12:30 with invitations going out soon; staff discounts; next meeting May 18, 2021 at Oceola Community Center.

6. PROCLAMATION RECOGNIZING MUNICIPAL CLERKS WEEK MAY 2-8, 2021

Mayor Proctor recognized Clerk Guillen and Deputy Clerk Hubbard regarding Professional Municipal Clerks week May 2-8, 2021. MOTION by Ellis, SUPPORT by Greene, “To approve Proclaiming and Recognizing Professional Municipal Clerks Week.” Member Ellis noted council is glad to have Angie Guillen as a part of the staff. A roll call vote was taken. Greene – yes, Hertrich – yes, Ambrose – yes, Ellis – yes, Manor – yes, Lobur – yes, Proctor – yes. MOTION CARRIED (7-0).

7. **DISCUSSION/APPROVAL – ORDINANCE NO. 940, SIGN ORDINANCE UPDATE**

MOTION by Lobur, SUPPORT by Hertrich, “To approve Ordinance 940, an ordinance to modify Article 7 of the Zoning Ordinance, Signs, to update sign standards throughout the City.” Mayor Proctor commended Community Development Director Tim Schmitt and Carlisle/Wortman Associates, Inc. for all the hard work done to achieve this. A roll call vote was taken. Hertrich – yes, Ambrose – yes, Ellis – yes, Manor – yes, Lobur – yes, Greene – yes, Proctor – yes. MOTION CARRIED (7-0).

8. **DISCUSSION/APPROVAL – RECYCLE LIVINGSTON MOU – RECYCLING AND ORGANICS INFRASTRUCTURE GRANT**

MOTION by Ellis, SUPPORT by Greene, “To approve the Memorandum of Understanding between the City of Howell and Recycle Livingston for the implementation of the 2020 Recycling and Organics Infrastructure Grant and authorize the Mayor to sign.” A roll call vote was taken. Ambrose – yes, Ellis – yes, Manor – yes, Lobur – yes, Greene – yes, Hertrich – yes, Proctor – yes. MOTION CARRIED (7-0).

9. **DISCUSSION/APPROVAL – ORDINANCE NO. 943 TRANSITIONAL HOUSING AMENDMENT**

MOTION by Greene, SUPPORT by Lobur, “To approve Ordinance No. 943, an ordinance to amend the language in Section 6.29, Special Accommodation Use, to address scrivener’s errors.” A roll call vote was taken. Ellis – yes, Manor – yes, Lobur – yes, Greene – yes, Hertrich – yes, Ambrose – yes, Proctor – yes. MOTION CARRIED (7-0).

10. **DISCUSSION/APPROVAL – CIVIC EVENT MODIFICATION RENEWAL**

MOTION by Ellis, SUPPORT by Lobur, “To approve renewal modifications to the Civic Event Policy to allow the City Manager to approve pop-up events, expansions to outdoor seating at restaurants, and other small activities to promote Downtown Howell and its businesses, waiving the submittal time frame for Civic Event Applications, and the requirement that City Council approve all such events, for a period of time lasting until October 26, 2021.” Manor – yes, Lobur – yes, Greene – yes, Hertrich – yes, Ambrose – yes, Ellis – yes, Proctor – yes. MOTION CARRIED (7-0).

11. DISCUSSION/APPROVAL – CIVIC EVENT APPLICATION, GREEN/GOLD PICNIC

MOTION by Manor, SUPPORT by Lobur, “To approve the Civic Event application for the Green/Gold Picnic, filed by the Highlander Club –Parent Group, scheduled for August 14, 2021 from 10am to 8pm; amplified music from 12pm to 8pm on the date of the event and waive pavilion rental fees.” Brian Lewis football coach noted their first scrimmage is Saturday morning and everyone is welcome. A cookout will take place at Thompson Lake with expectations of approximately 200 people attending. Council Members inquired about the number of people in attendance and necessities being provided for this event. Communications specialist Danica Katnik stated she would love to be in attendance and noted taking pictures for our social media accounts. A roll call vote was taken. Lobur – yes, Greene – yes, Hertrich – yes, Ambrose – yes, Ellis – yes, Manor – yes, Proctor – yes. MOTION CARRIED (7-0).

12. DISCUSSION/APPROVAL – CIVIC EVENT APPLICATION, FOOD TRUCK TUESDAY

MOTION by Ellis, SUPPORT by Greene, “To approve the Civic Event application for Food Truck Tuesdays filed by Howell Main Street Inc., scheduled for May 11, June 8, July 13, August 10 and September 14, 2021, from 11am to 2pm.” A roll call vote was taken. Greene – yes, Hertrich – yes, Ambrose – yes, Ellis – yes, Manor – yes, Lobur – yes, Proctor – yes. MOTION CARRIED (7-0).

13. DISCUSSION/APPROVAL – RESOLUTION NO. 21-08, ARBOR DAY PROCLAMATION

MOTION by Hertrich, SUPPORT by Ambrose, “To approve adoption of Resolution No. 21-08 in observance of Arbor Day.” A roll call vote was taken. Hertrich – yes, Ambrose – yes, Ellis – yes, Manor – yes, Lobur – yes, Greene – yes, Proctor – yes. MOTION CARRIED (7-0).

14. DISCUSSION/APPROVAL – M-59 BOARDWALK MAINTENANCE AND REPAIRS

MOTION by Manor, SUPPORT by Lobur, “To authorize F.A.S. Builders to perform repairs to the boardwalks, for an amount not to exceed \$11,070.00.” Council Members inquired on replacing the boardwalk with something more resilient in the future, pricing, and estimated time frame for repair and inspections to see how quickly the material is failing. DPS Director Suida addressed Council regarding repair and cost for the boardwalk. A roll call vote was taken. Ambrose – yes, Ellis – yes, Manor – yes, Lobur – yes, Greene – yes, Hertrich – yes, Proctor – yes. MOTION CARRIED (7-0).

15. DISCUSSION/APPROVAL – DPW, PURCHASE 4WD TRACTOR AND ATTACHMENTS

MOTION by Ellis, SUPPORT by Hertrich, “To approve the purchase of a new John Deere 1585 tractor and the (4) attachments from D&G Equipment of Howell for a price not to exceed \$27,324.89” A roll call vote was taken. Manor – yes, Lobur –

yes, Greene – yes, Hertrich – yes, Ambrose – yes, Ellis – yes, Proctor – yes.
MOTION CARRIED (7-0).

16. DISCUSSION/APPROVAL – RESOLUTION 21-09, AUTHORIZE SALE OF PROPERTY – BARNARD LOTS

MOTION by Manor, SUPPORT by Ellis, “To approve resolution 21-09, a Resolution Authorizing the sale of the Barnard Lots to the Howell Education Foundation.” A roll call vote was taken. Lobur – yes, Greene – yes, Hertrich – yes, Ambrose – yes, Ellis – yes, Manor – yes, Proctor – yes. MOTION CARRIED (7-0).

17. APPROVED - PAYMENT OF BILLS

MOTION by Ambrose, SUPPORT by Ellis, “To approve the payment of bills ending April 26, 2021 in the amount of \$625,934.32 and payroll to cover the period ending May 1, 2021.” A roll call vote was taken. Greene – yes, Hertrich – yes, Ambrose – yes, Ellis – yes, Manor – yes, Lobur – yes, Proctor – yes. MOTION CARRIED (7-0).

18. CITY MANAGER’S REPORT:

- Stated Recycle Livingston Memorandum of Understanding was finalized and adopted.
- Discussed CIP Clinton Street contractor began installing water main at the east end of Clinton and will continue heading west.
- WTP is close to being done, CO2 system is up and running.
- WWTP working on the dewatering building and old filter building.
- Dog Park water is turned on for the season.
- Consumers Energy is continuing to replace pipes in the City. They started in February and anticipate being done May 22, 2021. No complaints have been received from residents.
- Explained to council in late June is when members of HAPRA could give notice if they want to give notice to withdraw from HAPRA. If Council wants to make any changes to admissions at the boat launch or the park now would be the time to address those changes with the cutoff being June 30, 2021.
- Community Director Tim Schmitt resignation and the process going forward on the hiring process for his position. Mayor Proctor commended Schmitt on his work ethic and all the work going into the projects he has had recently. Council Members commended Tim and him being an invaluable resource to this community and city. With this being a specialized role, it will take some time to fulfill the recruitment process.

19. OLD BUSINESS

- Member Ambrose mentioned the 2021-2022 Budget presented on Thursday with deferred capital items for the fiscal year regarding the Bennett Center improvements. She noted discussing with City Manager DeBuff the condition of the building and it being demolished in the future. Mr. DeBuff noted repairs could be upwards of \$350,000.00 and the future investments into the building.

Mayor Proctor indicated he is displeased with it being in a state of disrepair and how nice the building was in the past. City Manager DeBuff noted the city replaces capital items and HAPRA handles maintenance of the building. DPS Director Suida discussed our agreement for maintenance regarding City buildings.

- Member Manor inquired about the City’s future social district. DeBuff stated the status will be brought to Council in May. We are currently working on the map and a resolution. There is support of 6 businesses with the possibility of more businesses in the future.
- Mayor Proctor noted in Fridays packet the 2022 annual report by the police department. There is a lot of national criticism of late in large cities. It’s tough being a police officer these days. He personally wants the men and women in The City of Howell to know they are appreciated. He thanked the Police Chief Scott Mannor and Deputy Chief Mike Dunn for their service. He further encouraged the citizens of Howell to get vaccinated.

20. NEW BUSINESS

There was no new business.

21. ADJOURN

MOTION by Lobur, SUPPORT by Ellis, “To adjourn the regular meeting of the City Council at 8:19pm.” A roll call vote was taken. Greene – yes, Hertrich - yes, Ambrose – yes, Ellis – yes, Manor – yes, Lobur – yes, Proctor – yes. MOTION CARRIED (7-0)

 Nick Proctor, Mayor

 Angela Guillen, City Clerk