

PUBLIC NOTICE OF ELECTRONIC MEETING OF THE HOWELL CITY COUNCIL

PLEASE NOTE: THIS NOTICE IS GIVEN AND PUBLISHED PURSUANT TO SECTION 1 (e) OF EXECUTIVE ORDER 2020-75 ISSUED BY GRETCHEN WHITMER, GOVERNOR FOR THE STATE OF MICHIGAN.

The Howell City Council is meeting electronically as a result of the Covid-19 virus and to protect the health, safety and welfare of the citizens of Howell, Michigan of such virus, pursuant to law and the mandates of Executive Order 2020-77 issued by Governor Gretchen Whitmer.

You are invited to the Howell City Council meeting being conducted live on a Zoom webinar.

When: **Monday May 18, 2020 at 7:00 PM** Eastern Time (US and Canada)

Topics: **Refer to the City's website to view the complete Agenda & Packet for the meeting. If you have questions, please call 517-546-3502 prior to 5:00 pm on Monday May 18, 2020.**

Specific instructions for public participation in the Zoom Webinar are attached.

Please click the link below to join the webinar:

<https://zoom.us/j/774497638>

Or iPhone one-tap :

US: +16465588656,,774497638# or +13017158592,,774497638#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 774 497 638

International numbers available: <https://zoom.us/u/ab0rKHQb6w>

Dated: May 14, 2020

Jane Cartwright, MMC

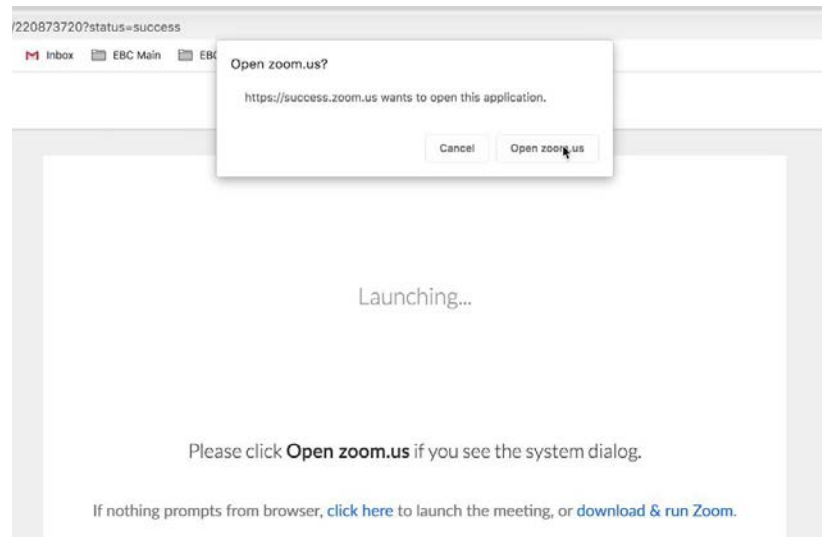
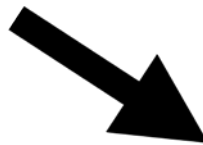
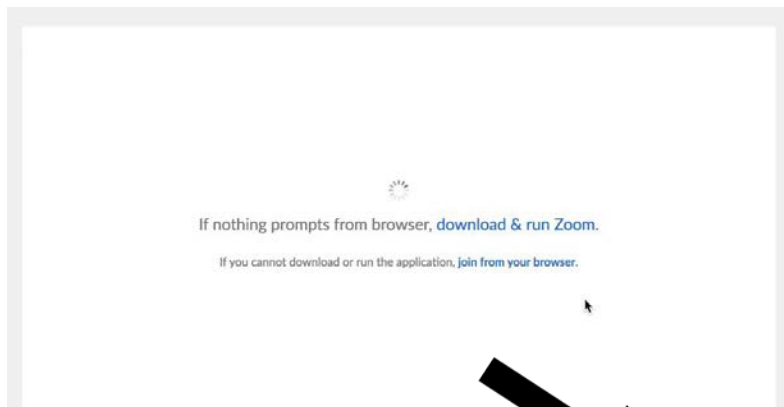
Howell City Clerk



Video Conference Best Practices

Instruction for joining a meeting virtually:

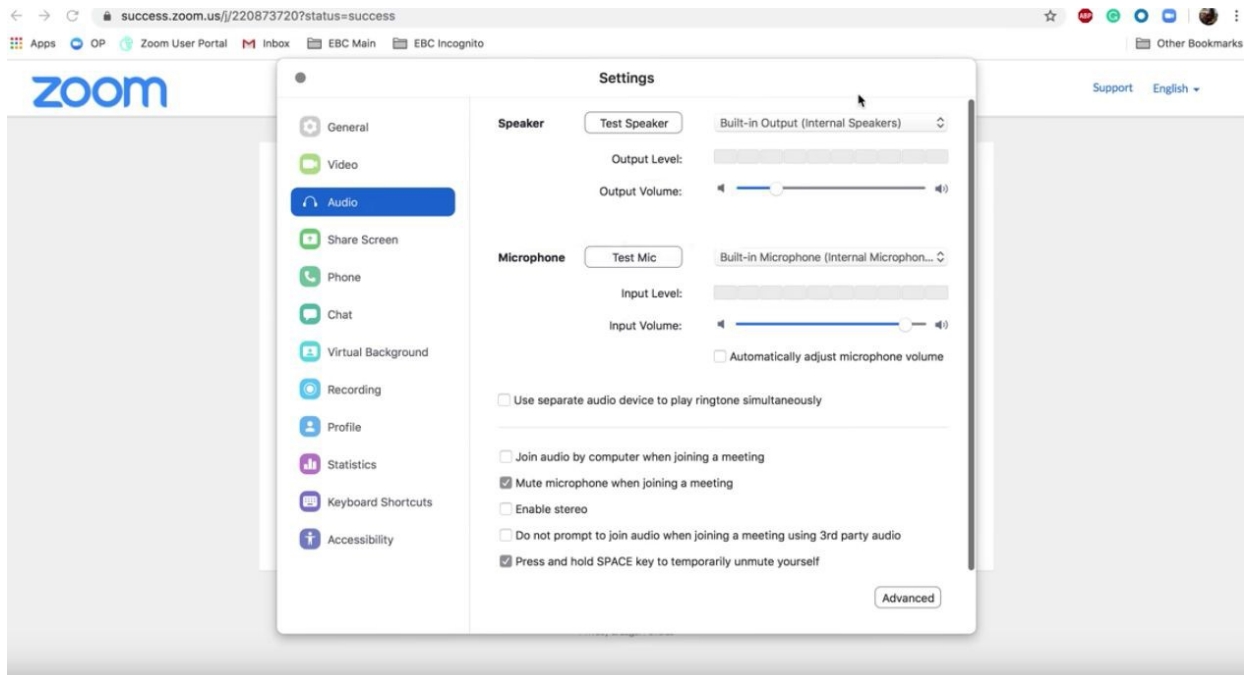
- Log into the following browsers: Chrome, Firefox, Safari
 - a. **Please note** that for optimal meeting capabilities, we encourage residents to join via computer or tablet devices
 - i. Through internal testing, it was found that mobile devices struggled to hold proper audio output
- Select the Zoom Meeting URL which can be found on the following page:
Cityofhowell.org
 - a. Depending on the type of meeting you want to join there will be different meeting URL's and meeting ID's for the different types of meetings (e.g. City Council, Planning Commission, ZBA, and DDA)
- Next, you will be prompted to download and/or launch Zoom
 - a. For best results download Zoom & run Zoom





Video Conference Best Practices

- When you launch Zoom, you will want to allow the application to utilize your camera and microphone



- Select “Join Now”

For more information on how to join a Zoom meeting, follow this link:

<https://www.youtube.com/watch?v=hIkCmbvAHQQ&feature=youtu.be>

Instruction for joining a meeting via telephone:

- Head over to cityofhowell.org
- Select the Zoom Meeting teleconference number which can be found on the following page: Cityofhowell.org
 - Depending on the type of meeting you want to join there will be different phone numbers and meeting ID's for the different types of meetings (e.g. City Council, Planning Commission, ZBA, and DDA)
- Next, you would need to enter the meeting ID
- Lastly, make sure to mute your device once you join the meeting

For more information on how to join a Zoom meeting by phone, follow this link:

<https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>



Video Conference Best Practices

Those With Hearing or Speech-Impairments Can Still Participate in the Meeting as Well!

Users that are hearing persons and deaf, hard of hearing or speech-impaired persons can communicate by telephone by **dialing 7-1-1**.

- Individuals who call will be paired with a Communications Assistant
- Make sure to give the Communications Assistant the proper teleconference phone number and meeting ID

For more information, visit:

https://www.michigan.gov/mpsc/0,9535,7-395-93308_93325_93425_94040_94041---,00.html

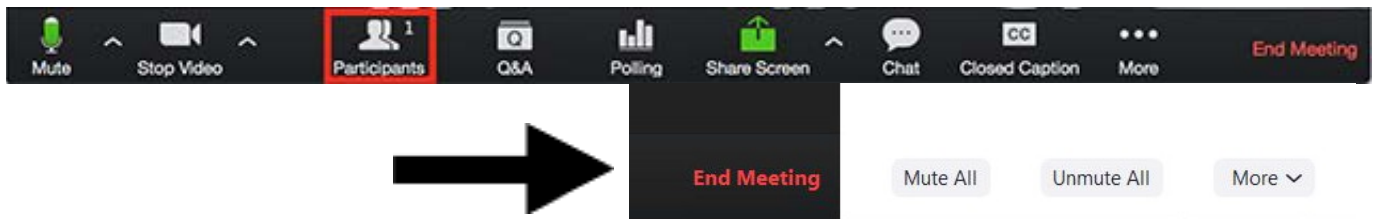
Instruction for Citizen Comment:

A few changes to note regarding Public Comment. We have shifted the process where the public will have the opportunity to speak during the meeting.

- Citizens can speak on anything being discussed on the regular agenda or items not relating to the agenda.

How to speak during Citizen Comment:

- Participants in the webcast can utilize the “Raise Hand” function by selecting “Manage Participants” on the bottom of your dashboard then select the “More” button in the bottom right-hand corner
 - Our moderator will call your name allowed and unmute you so that you can speak



- For those are joining the meeting by phone, you can be placed in the queue for Public Comment by selecting **(STAR 9)**
 - Our moderator will announce the last 4-digits of your phone number for recognition and unmute you so that you can speak
- Participants providing Citizen Comment via the webcast or telephone will have 3 minutes to speak as they would if we were meeting in person
- Once your 3 minutes are up, you will be muted by our moderators

Video Conference Best Practices

- Additionally, comments can be submitted prior to or at this time to Jcartwright@cityofhowell.org where residents and community members can submit public comments as well
 - **Please note your email must be able to be read in less than 3 minutes.** Given the circumstances with the virtual space, we may not be able to read through all of the email comments but know that we will have them stored and acknowledged on the public record

Troubleshooting Tips

For tips on how to troubleshoot via Zoom, follow this link: <https://support.zoom.us/hc/en-us>

Friendly Reminders:

1. Be sure to test your internet connection, video, and microphone in advance
2. Dial-in from a quiet space or use headphones if around others
3. Mute your computer microphone/cell phone when you are not speaking
4. Video camera tips:
 - a. Don't use a window as a backdrop; This impacts visual quality to the viewers on the video conference
 - b. Make sure the room you are in has proper lighting
 - c. Dress appropriately
 - d. Be mindful of your background items when video conferencing

Remember The Human Element

- Just like talking face to face, the "Zoom Meetings" video conferencing tool is like our everyday workday settings
- Speak professionally and respectfully to one another as you would in any other communication setting
- Announce who you are prior to speaking (e.g. Joe Smith, 1234 Howell St, *Insert commentary*)
- Overall, be aware of your behavior; People can see and hear what you are doing at all times



HOWELL CITY COUNCIL MEETING AGENDA

Electronic Meeting – Live Zoom Webinar – 7:00 P.M.

611 E. Grand River, Howell, MI 48843

Visit the City of Howell website at www.cityofhowell.org

Monday May 18, 2020

COUNCIL - MANAGER GOVERNMENT

Council members and
other officials normally
in attendance:

1. Dennis L. Perkins
City Attorney
2. Jan Lobur
Council Member
3. Randy Greene
Council Member
4. Michael Mulvahill
Council Member
5. Erv Suida
*Interim City
Manager*
6. Nick Proctor
Mayor
7. Jane Cartwright
City Clerk
8. Jeannette Ambrose
Council Member
9. Bob Ellis
Council Member
10. Steven L. Manor
Mayor Pro Tem

SEATING:

Above list arranged
according to seating
order; left to right.

1. Regular Meeting Called to Order
2. Pledge of Allegiance (all stand)
3. Approve Minutes:
 - A. April 29, 2020 Work Session
 - B. May 4, 2020 Regular Meeting
4. Citizens' Comments (**All Topics**)
5. Reports by Council Members Serving on Commissions
6. Council Correspondence:
7. Public Hearing – 2020/2021 City Budget and Truth in Taxation
8. Discussion/Approval – Resolution No. 20-12, 2020/2021 City Budget
9. Discussion/Approval – Purchase Agreement, Highland Howell Property
10. Discussion/Approval – Redevelopment Ready Communities Priority Site Marketing
11. Discussion/Approval – Extension of Professional Engineering Services Contract
12. Discussion/Approval – Grand River Mid-Block Pedestrian Crossings
13. Discussion – Kaboom Grant Design
14. Award Bids/Purchases:
 - A. WTP Chemical Feed Polymer Blender, Technical Service, \$9,390.80
 - B. Police Department Basement Waterproofing, Kensington Valley Excavating, \$34,600
15. Approve payment of bills ending May 18, 2020 in the amount of \$712,284.79 and payroll to cover the period ending May 23, 2020

*Visitors are cordially invited to attend all meetings of the Council.
If you wish to address the Council, you will be recognized by the Mayor.
Please refer to the printed guidelines on the back of the agenda.*

16. City Manager's Report:

17. Old Business

18. New Business

19. Adjournment

Public Comment Guidelines

Members of the public are permitted to address a meeting of Council upon recognition by the Mayor. Each person shall begin by stating their name and address and shall be permitted to speak once on each agenda item for three (3) minutes. Agenda item 4 allows for Citizens' Comments on any non-agenda item. Where the Agenda provides Public Hearing comment, each person addressing the Council shall be limited to five (5) minutes regarding the specific agenda Public Hearing item. The Mayor may allow additional time at his/her discretion.

All remarks shall be addressed to the Council as a body, and not to any member. No person, other than members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked the Council Members, except through the Mayor. Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Council, may be requested to leave the lectern.

Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the City's business or over which the Council has control at anytime by direct mail or by addressing the City Clerk, and copies will be distributed to Council Members.