

Regular Meeting of the Howell City Council
Monday August 24, 2020
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, Randy Greene, Jan Lobur, Michael Mulvahill, Steven Manor and Mayor Nick Proctor.

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

Others Participating: Deputy Police Chief Mike Dunn, DPS Director Erv Suida, Finance Director Catherine Stanislawski, Community Development Director Tim Schmitt, DPW Superintendent Matt Davis, Assessor Ashley Winstead, WWTP Operations Manager Mike Spitler, DDA Director Kate Litwin, Kathy Proctor, Tom, Jim Glenn, Elizabeth Garvey, Caron Davis, WHMI.

2. PLEDGE OF ALLEGIANCE

3. APPROVED MINUTES

MOTION by Ellis, SUPPORT by Lobur, “To approve the minutes of the regular meeting of the City Council held August 10, 2020.” A roll call vote was taken. Ambrose – yes, Ellis – yes, Manor – yes, Lobur – yes, Greene – yes, Mulvahill – yes, Proctor – yes. MOTION CARRIED (7-0).

4. CITIZENS COMMENTS – All Topics

- Elizabeth Garvey, 403 Lake, questioned the details of the Barnard Center demolition reject regarding the control of particulate material, method of demolition, monitoring, scrap debris, actual start date, and the maintenance of vacant property once completed. DPS Director Suida indicated the work must be completed in accordance with the permit; water would be used for mediation, a large excavator would be used to remove windows/pipes and push the walls in; staff will monitor the project with frequent stops and end of day checks. The Police Department will also be notified to monitor the site during off hours. Utility disconnects must be completed prior to setting the actual start date; updates will be provided on the City’s website; the Parks and Cemetery Department will continue to maintain the property after demolition is complete. The Planning Commission approved property splits into three single family

lots; final direction on the redevelopment plan will be approved by the City Council.

5. REPORTS – COUNCIL MEMBERS SERVING ON COMMISSIONS

- Member Lobur reported on the August 19, 2020 Planning Commission meeting. Commissioner Vukonich was elected chairperson; the final report on the Safe Neighborhood project will be given August 25, 2020; received a preliminary draft of the update to the sign ordinance; discussed updating the Master Plan; approved the Barnard Center property split into three 70-foot-wide lots; approved site plan extensions for 910 S. Michigan and 121 S. Walnut. The Planning Commission also approved the wording for the proclamation honoring Paul Streng for his years of service.
- Member Ellis reported on the August 11, 2020 District Library Board meeting. Authorized the operating millage for the year and a proposal to provide COVID-19 bonuses to 4 staff members; also reviewed the status of the Library Reopening Plan. No in person programs will be offered through the end of the year and the annual holiday dinner was cancelled.
- Member Ellis also reported on the orientation program he attended for new Library Board members. The Library Board uses a consent agenda to approve several routine items under one motion, and operates under two separate millages explaining Libraries tend to seek a separate new millage instead of asking for a Headlee Override. Mayor Proctor noted City Staff are looking at options to address the budget shortfalls which will be discussed at the strategy session this fall.
- Mayor Proctor reported on the August 19, 2020 Howell Area Fire Authority meeting. Approved a new asphalt drive for the Oceola Station, the L-4029 setting the millage rate, and an intergovernmental agreement for first responders in response to the COVID-19 pandemic.
- Member Manor reported the SEMCOG Budget and Finance Committee met August 12, 2020 and approved the appointment of Deputy Executive Director Amy O’Leary as the new Executive Director.
- Member Ambrose reported on the August 18, 2020 meeting of the Howell Area Parks & Recreation Authority. Approved the 2021 Employee Handbook and discussed the time off policy. The fall season of preschool has been cancelled; the HIVE Teen Center will provide 30 computer stations for grade 6-9 students not attending in person school at \$50/student per week; the fall soccer program is still uncertain; the virtual Melon Festival turned out well. The Authority is considering asking member municipalities for a \$5,000 increase in contributions.

6. COUNCIL CORRESPONDENCE

- None.

7. APPROVED – CIVIC EVENT APPLICATION, RACE FOR RECOVERY

MOTION by Greene, SUPPORT by Ellis, “To approve the civic event application submitted by Livingston County Catholic Charities for Race for Recovery

scheduled for September 12, 2020 from 11:00 am to 5:00 pm incorporating staff comments.” A roll call vote was taken. Ellis – yes, Manor – yes, Lobur – yes, Greene – yes, Mulvahill – yes, Ambrose – yes, Proctor – yes. MOTION CARRIED (7-0).

8. **APPROVED – SALARY ADJUSTMENT, CITY ASSESSOR**

MOTION by Manor, SUPPORT by Ellis, “To approve a three percent increase in salary for Assessor Ashley Winstead from \$67,279 to \$69,297 effective August 31, 2020.” A roll call vote was taken. Manor – yes, Lobur – yes, Greene – yes, Mulvahill – yes, Ambrose – yes, Ellis – yes, Proctor – yes. MOTION CARRIED (7-0).

9. **APPROVED – GRAND RIVER MID-BLOCK CROSSINGS**

MOTION by Manor, SUPPORT by Lobur, “To authorize Mattioli Cement to perform the removals and construct the concrete islands and sidewalk for the Mid-Block Crossing project for an amount not to exceed \$71,311.” Council thanked staff for pursuing the Grand River crossings and getting MDOT approval; this will be a great enhancement to activity downtown and provide a safer environment. The cost to complete the project is also under the engineer’s estimate. A roll call vote was taken. Lobur – yes, Greene – yes, Mulvahill – yes, Ambrose – yes, Ellis – yes, Manor – yes, Proctor – yes. MOTION CARRIED (7-0).

MOTION by Ellis, SUPPORT by Manor, “To authorize DPW to perform storm sewer installation, signage, restoration, etc., for the Mid-Block Crossing project for an amount not to exceed \$20,000.” A roll call vote was taken. Greene – yes, Mulvahill – yes, Ambrose – yes, Ellis – yes, Manor – yes, Lobur – yes, Proctor – yes. MOTION CARRIED (7-0).

10. **APPROVED – BUMP OUTS FOR E. CLINTON STREET RECONSTRUCTION PROJECT:**

MOTION by Manor, SUPPORT by Lobur, “To authorize HRC to proceed with designing the bump outs on E. Clinton under their current approved design budget.” Council noted the speeding concerns expressed at the citizens meeting and indicated this was a modest sum to encourage drivers to slow down. DPW Superintendent Matt Davis stated HRC will look at truck radius as part of the analysis and noted the jog in the road at Almon would be difficult to correct with this project. Staff expects the changes to be cost neutral; a little extra cost in curbing however less in paving cost. A roll call vote was taken. Mulvahill – yes, Ambrose – yes, Ellis – yes, Manor – yes, Lobur – yes, Greene – yes, Proctor – yes. MOTION CARRIED (7-0). Mayor Proctor reiterated that the City was only completing street projects that were grant funded at 80% or more.

11. **APPROVED - PAYMENT OF BILLS**

MOTION by Lobur, SUPPORT by Mulvahill, “To approve the payment of bills ending August 24, 2020 in the amount of \$492,937.88 and payroll to cover the period ended August 29, 2020.” A roll call vote was taken. Ambrose – yes, Ellis

– yes, Manor – yes, Lobur – yes, Greene – yes, Mulvahill – yes, Proctor – yes.
MOTION CARRIED (7-0).

12. CITY MANAGER’S REPORT:

- Reviewed the CIP update dated August 20, 2020 provided in the Council Packet.
- Staff will also start introducing a development update as part of the Friday packet. Padnos Iron & Metal has filed suit due to the denial of variances by the Board of Zoning Appeals. A Sober Living Home was approved administratively pursuant to the ordinance for 510 S. Michigan. This property is a licensed rental that was purchased last year by the owner of 304 S. Walnut. Redevelopment of the Pearl Building at 309 E. Grand River was approved by the Planning Commission however has not yet started construction. The Brownfield Plan is still in place however the time frame for financing and the cost verification process is needed to finalize the Plan.
- West Street property has been added to Zillow and advertised for sale; staff is working on a sign to post on the property.
- Options for the Barnard Center property will be provided to Council.
- Met with JD Racing and they are very close on terms and are interested in moving as quickly as possible. Staff has started drafting the agreement.
- Howell Theatre has requested to extend their outdoor movies under the special event accommodation in place until the end of October. They have had good attendance and there have been no complaints.
- Governor Whitmer will provide an update tomorrow on the COVID-19 Executive Orders for Michigan.
- Attended a meeting with Mayor Proctor and Representative Elissa Slotkin. Ms. Slotkin expressed concern on funding for the City and future revenues. She also offered support for grant applications. Mayor Proctor stated he has been very impressed with the outreach to the district.

13. OLD BUSINESS

- Mayor Proctor questioned if his computer audio had improved.
- Member Ambrose commended the DPW for their quick response to the request from the Country Clipper at the public meeting on Clinton Street. Parking places in front of their business on National Street were striped the very next day.
- Mayor Proctor also commended DPS Director Suida and DPW Superintendent Davis for their work on the KaBOOM grant project.

14. NEW BUSINESS

- Mayor Proctor reminded Council that the next meeting was in three weeks, September 14, 2020.

15. ADJOURN

MOTION by Lobur, SUPPORT by Ellis, “To adjourn the regular meeting of the City Council at 7:57 pm.” A roll call vote was taken. Ellis – yes, Manor – yes, Lobur – yes, Greene – yes, Mulvahill – yes, Ambrose – yes, Proctor – yes. MOTION CARRIED (7-0).

Nick Proctor, Mayor

Jane Cartwright, City Clerk