

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, APRIL 16, 2018, 7:00 P.M.**

1. **CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL.**

The Meeting was called to order at 7:00 p.m. by Councilmember Mike DeVore and City Clerk Susan Ullery called roll.

Present: Councilmembers Greg Canfield, Marty Chambers, Jeff Phillips, Jim Salzwedel, and Mayor DeVore.

Absent: None.

Also Present: City Manager Michael Burns, City Clerk Susan Ullery, and Police Chief Steve Bukala.

2. **APPROVAL OF THE CONSENT AGENDA.**

- Approval of the Agenda.
- Approve and place on file the regular minutes of the April 2, 2018 City Council meeting.
- Authorize payment of invoices in the amount of \$672,239.55.

IT WAS MOVED BY CANFIELD and seconded by CHAMBERS to approve the consent agenda as written.

YES: Councilmember Chambers, Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, and Councilmember Phillips.

NO: None. ABSENT: None. MOTION CARRIED.

3. **CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.**

Al Eckman who resides at 725 Bowes spoke on behalf of the Lowell High School Radio Station, WRWW, announcing that April 25, 2018 is National High School Radio Day and everyone is welcome to come visit the station that day from 7:30 a.m. until 2:30 p.m.

4. **OLD BUSINESS.**

a. **Alternative City Hall Hours and Staffing Schedule.**

City Manager Michael Burns stated after further review he recommends the Lowell City Council continue the hours for City Hall Staff from 8 a.m. to 5 p.m. with no modifications. He recommended the Lowell City Council allow the DPW staff work a 4 day 10 hour format during the summer months.

Perry Beachum spoke for the Light and Power Board and stated they are looking to continue current office hours as well but for the linemen, they would like to allow them a 4 day 10 hour format during the summer months also.

5. **NEW BUSINESS.**

a. N. Broadway Mill and Overlay.

City Manager Mike Burns stated in the current fiscal year budget, the DDA budgeted \$90,000 for a mill and overlay for N. Broadway from Main Street to Riverside Dr. With the current water main and lift station upgrades currently on S. Broadway, he requested an estimate from Kamminga and Roodvoets for a mill and overlay on N. Broadway since they are already working in this area. He did this with the intent of having lower construction costs since they are currently mobilized in the area. This could also be considered an extension of the current project on S. Broadway.

Burns went on to say, he received an estimate for a mill overlay not to exceed \$90,000. When he addressed this with Prein and Newhof, they discussed the issue of the current ponding on N. Broadway and by milling 3” and refilling it with asphalt, the low areas would be addressed with the millings from the street. There would also be some realigning of manholes, castings, valve boxes, as well as ADA issues on Broadway with the sidewalk and the connection from the post office that could be addressed. The Water and Wastewater Funds can fund these issues. If approved, the project could be complete by June 30, 2018, in conjunction with the S. Broadway project.

Burns explained the Downtown Development Authority approved an expenditure not to exceed \$90,000 for resurfacing of N. Broadway at its April 12, 2018 DDA Board meeting. However, since the City Council needs to approve construction of a street, this matter needs approval from the City Council.

Brian Vilmont representing Prein & Newhoff spoke regarding the overlay project describing the details.

Councilmember Canfield questioned the ramps and how many curbs were to be redone and Vilmont stated seven. Canfield questioned the contingency percentages on the proposal and Vilmont explained since there was not a lot of investigation done on the project beforehand, it is just a buffer in case they run into any complications, but he doesn’t anticipate any problems.

IT WAS MOVED BY PHILLIPS and seconded by CHAMBERS to approve the mill and overlay of N. Broadway St. in the manner prescribed.

YES: Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips and Councilmember Chambers.

NO: None. ABSENT: None. MOTION CARRIED.

Vilmont went on to explain how south of the tracks King Milling has the scale that’s on the west side tucked back in between the silos and their trucks come out of there at an angle and because that scale is higher than Broadway, King Milling has always had some issues with the grade change. So because of that, King Milling was asked if they want to modify those grades in there, south of the railroad tracks, where there is some flexibility to change which way the road gets tipped and how much it gets raised or lowered. King Milling is not yet sure what they want to do, so Vilmont explained the plan is to only put gravel back now so they have a travel surface, and do not plan on doing anything with the road or sidewalks there until King Milling makes a decision with their grades. Also, the sidewalk on the eastside of Broadway will be a part of King Millings site plan. Vilmont advised it would be better not to spend the public money now on repaving that section until King Milling decides what they want to do.

Councilmember Canfield asked what the timeline is for King Milling to come up with a plan. Vilmont stated he hasn't heard but he knows they are working on it. Canfield recommended for safety we at least have sidewalks put in from the King Milling parking lot down to Ottawa. The rest of the Council agreed.

b. Computer Server Upgrades.

City Manager Mike Burns stated he has been working with Addorio Technologies to address needed server upgrades to our system. Currently our server is approximately eight years old and has served its useful life. We are looking at replacing the server and going to a cloud based system for email. This was budgeted in the current fiscal year in the Data Processing Fund.

Burns stated the proposal from Addorio has a total cost going forward of \$21,173, including cost to purchase the server for time from Addorio and Kore Hi Com to complete the installation process. This also includes 25 licenses (\$263 each license) for the City to purchase for Microsoft Office.

IT WAS MOVED BY SALZWEDEL and seconded by PHILLIPS to approve the proposal from Addorio Technologies and install the server in a prescribed manner at a cost not to exceed \$21,173.

YES: Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers, and Councilmember Canfield.

NO: None. ABSENT: None. MOTION CARRIED.

c. SCADA.

Assistant City Manager Rich LaBombard stated the Department of Public Works has been working on taking bids for the City of Lowell Water Treatment Plant SCADA Software Program and introduced Brian VanVeelan to explain what SCADA is.

Brian VanVeelan explained SCADA stands for Supervisory Control and Data Acquisition which means it's a computer software basically controlling and acquiring all the data and information at the water plant, eliminating manual paper work and charting, and the 1970 controls we currently use.

LaBombard went on to explain after reviewing the bids and seeing the software demonstrations from two of the bidders, RS Technical Services software appears to be more user-friendly and offers more flexibility. RS Technical is offering high quality hardware and more monitoring options than the other contractors.

IT WAS MOVED BY CANFIELD and seconded by SALZWEDEL that RS Technical Services be awarded the project for City of Lowell Water Treatment Plant SCADA Software Provider and Integrator.

YES: Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers, Councilmember Canfield, and Mayor DeVore.

NO: None. ABSENT: None. MOTION CARRIED.

d. Resolution 12-18 – Fixed Base Operation Agreement with Midwest Aviation Services, LLC.

Casey Brown, the Lowell City Airport Manager spoke asking for approval from Council to allow the airport to bring in a new fixed base operation which performs mechanical services at the airport. They have been without for a few years and Larry Bauer out of Sparta Municipal Airport has been providing mechanical services for the Lowell area and around; he has now retired. Brown feels Midwest Aviation Services is a good fit for Lowell and a good benefit to the community. Lowell will become the primary destination for the tenants of Sparta, Greenville and Lakeview to receive service and maintenance from Midwest Aviation Services as they have seen a decrease in services available for maintenance around the area as well.

Brown went on to explain Midwest will provide airframe and engine aircraft repair as well as safety inspections, flight training and they also plan to add additional aircraft. Midwest will generate revenue for the Lowell City Airport Fund as a tenant of hangar 1 in the amount of \$400 per month. Midwest will also utilize local services and businesses to maintain their operations. The presence of Midwest Aviation Service at Lowell Airport will continue to increase airport pilot operations and traffic into Lowell thus increasing commerce within the city.

IT WAS MOVED BY PHILLIPS and seconded by CHAMBERS to approve Resolution No. 12-18 Authorizing Execution of Fixed Base Operation Agreement with Midwest Aviation Services, LLC.

YES: Councilmember Phillips, Councilmember Chambers, Councilmember Canfield, Mayor DeVore and Councilmember Salzwedel.

NO: None. ABSENT: None. MOTION CARRIED.

e. 2018 – 2019 Comprehensive Tree Plan.

City Clerk Sue Ullery stated the City's Arbor Board reviewed the 2018-2019 Comprehensive Tree Plan at its April 9, 2018 meeting. The tree plan is presented to the City Council annually in April and it outlines the proposed Arbor Board activities on city-owned property and within the right-of-way for the upcoming fiscal year. Arbor Board activities include coordinating Arbor Day celebrations, developing spring and fall plantings, tree removal and trimming, water and general care of trees, shrubs and plants.

Ullery continued, with the Comprehensive Tree Plan, the Arbor Board develops a vision for the community's tree canopy, develops a planned approach to executing the vision and achieving the goal of maintaining and improving the City's urban forest canopy. Funding for these activities comes from

the City of Lowell, Lowell Light & Power, the LCTV Fund, the Look Fund and the Lowell Area Community Fund.

IT WAS MOVED BY DEVORE and seconded by CHAMBERS to approve the 2018-2019 Comprehensive Tree Plan as presented.

YES: Councilmember Chambers, Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel and Councilmember Phillips.

NO: None. ABSENT: None. MOTION CARRIED.

f. Arbor Day and Week Proclamation.

Mayor Mike DeVore read the Arbor Day Proclamation into record dated April 16, 2018.

IT WAS MOVED BY CHAMBERS and seconded by PHILLIPS to approve the Arbor Day Proclamation.

YES: Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips and Councilmember Chambers.

NO: None. ABSENT: None. MOTION CARRIED.

g. Fire Authority Building Agreement.

City Manager Mike Burns stated he has been working with Chief van Overbeek of the Lowell Area Fire Department on clarification of who is responsible for maintenance at the Fire Station. Currently, the Fire Department has been maintaining the building, but the agreement regarding the Fire Authority didn't provide detail to this and the City owns the building.

Burns stated there is an agreement between the City and the Lowell Area Fire Authority which was approved by them at their April 9, 2018 meeting which states that the Fire Authority will be responsible for maintaining their building at their expense. This also includes major repairs to the HVAC, roof and utility systems. The City and Authority would agree to split cost of any maintenance of the driveway north of the building utilized by the DPW. The agreement also states that the Fire Authority will insure the building at their expense.

IT WAS MOVED BY DEVORE and seconded by CHAMBERS to approve that the Lowell City Council enter into a Memorandum of Understanding with the Lowell Area Fire Authority regarding maintenance of the Fire Station at 315 S. Hudson.

YES: Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers, and Councilmember Canfield.

NO: None. ABSENT: None. MOTION CARRIED.

6. **BOARD/COMMISSION REPORTS.**

Councilmember Phillips had nothing except stating the next Historic District Commission meeting will be held on April 24, 2018 at 6:00 p.m.

Councilmember Salzwedel had no report.

Councilmember Canfield advised that the LARA Board met last week and Ryan Excavating is going to take on finishing the Section 1a from Gee Drive down to Main Street and they will be finishing up that project which they started last fall. Also there is a promising alternate route for the trail along Bowes Road that will help with the neighbors that are concerned. He is looking forward to making some progress on that.

Councilmember Chambers advised Monday at the Planning Commission meeting, they approved a Special Land Use at 215 W. Main putting some apartments in upstairs; Also Betten Baker Groups Special Land Use was approved for a new building and dealership. We had our first Short Term Rental request, but the owner was not present so it was postponed until next month. Chambers continued Lowell Light & Power discussed putting the lineman on a 4 day 10 hour work schedule but keeping the office staff as it currently is.

Mayor DeVore advised at the DDA meeting, they went over the budget for 2018-2019 adding an additional \$20,000 for the Chamber for marketing, discussed Broadway overlay and milling project, and was asked to purchase the Big Boiler Brewery parking lot as well. At the Fire Authority meeting, they covered the Fire Station Lease, bids for overhead door repairs and HVAC repairs and set the budget. Fair board met and covered an extensive amount. April 17, 2018, the Vision Alliance meeting will be at the school building at 4:00 p.m.

7. **MONTHLY REPORTS.**

There were no comments.

8. **MANAGER'S REPORT.**

City Manager Mike Burns reported on the following:

- Presented the Budget for Fiscal Year 2018-2019 this morning and it is available on the website
- Budget session Saturday, April 28, 2018 at Lowell Light & Power
- Met with USDA representative last week regarding a possible infestation problem that could happen with the Asian Longhorn Beetle (similar to the Emerald Ash Borer, but worse), so wanted to make the public aware and be able to research as well as pass on to Arbor Board, Park Boards etc.
- Dan Burton will be here on May 15, 2018 for the walking audit.

9. **APPOINTMENTS.**

None.

10. **COUNCIL COMMENTS.**

Councilmember Phillips hopes everyone has a great week.

Councilmember Salzwedel had no comments.

Councilmember Canfield had no comments.

Councilmember Chambers stated Wednesday is Lineman Appreciation Day so thank them if you see them.

Mayor DeVore stated that April 20, 2018 at 4:00 p.m., the Community Fund Grants are due. April 27, 2018, the Look Fund Grants are due at 4:00 p.m.; also, next Wednesday is Administrative Professional Day.

Perry Beachum and Betsy Davidson recommended Rich Conrad to join the LARA Board.

IT WAS MOVED BY SALZWEDEL and seconded by DEVORE to approve Rich Conrad to the LARA Board.

YES: 5. NO: None. ABSENT: None. MOTION CARRIED.

11. **ADJOURNMENT.**

IT WAS MOVED BY SALZWEDEL and seconded by PHILLIPS to adjourn at 7:47 p.m.

YES: 5. NO: None. ABSENT: None. MOTION CARRIED.

DATE:

APPROVED:

Mike DeVore, Mayor

Susan Ullery, City Clerk