

CITY OF LOWELL  
MICHIGAN  
CITY COUNCIL  
AGENDA

FOR THE REGULAR MEETING OF THE LOWELL CITY COUNCIL  
MONDAY, MARCH 21, 2011, 7:30 P.M.

AT  
LOWELL CITY HALL  
CITY COUNCIL CHAMBERS  
SECOND FLOOR  
301 EAST MAIN STREET

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE, ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE REGULAR MINUTES OF THE MARCH 7, 2011 MEETING
4. APPROVAL OF ACCOUNTS PAYABLE
5. CITIZENS' COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
7. APPLICATION TO THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND FOR IMPROVEMENTS TO THE DOWNTOWN RIVERWALK AREA – PUBLIC MEETING AND ADOPT RESOLUTION TO SUPPORT SUBMISSION
8. RESOLUTION ESTABLISHING A THRESHOLD FOR THE CAPITALIZATION OF GENERAL CAPITAL ASSETS OF THE CITY
9. RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A LEASE WITH THE LOWELL AREA HISTORICAL MUSEUM
10. SIDEWALK REPAIR UPON RESIDENTIAL SALE ORDINANCE – DISCUSS AND CONSIDER, LIFTING MORATORIUM ON SIDEWALK REPAIRS, INITIATE ENFORCEMENT
11. RESOLUTION APPROVING A CONTRACT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR THE LOWELL AREA RECREATION AUTHORITY PHASE I TRAILWAY
12. WATER SYSTEM IMPROVEMENTS – WEST, HEFFRON AND NORTH CENTER STREETS – AWARD CONTRACT
13. REQUEST TO ALLOCATE \$15,000 TO PURCHASE WATER METERS AND RELATED PARTS
14. REQUEST TO ALLOCATE \$14,000 TO HAVE TWO WATER MAIN VALVES INSERT INTO THE WATER MAIN
15. MONTHLY REPORTS

16. COUNCIL REPORTS AND COMMENTS
17. CITY MANAGER'S REPORT
18. APPOINTMENTS
19. CLOSED SESSION: TO DISCUSS THOSE ITEMS EXEMPT FROM THE OPEN MEETINGS ACT
20. ADJOURNMENT

NOTE: Any person who wishes to speak on an item included on the printed meeting agenda may do so. Speakers will be recognized by the Chair, at which time they will be required to state their name and will be allowed five (5) minutes maximum to address the Council. A speaker representing a subdivision association or group will be allowed ten (10) minutes to address the Council.

To: Mayor Hodges and the Members of the City Council

From: David M. Pasquale

SUBJECT: Agenda for Monday, March 21, 2011 Meeting

1. Call to order, pledge of allegiance, roll call.
2. Approval of the Agenda.
3. Approval of the regular minutes of the March 7, 2011 meeting.
4. Approval of the Accounts Payable
5. Citizens' comments for items not on the agenda.
6. Old Business
  - A. Streets, sidewalks plan. Discussion was held at the March 14 worksession. It has been determined to consider the sidewalks improvements ordinance upon sale as well as lifting the moratorium required sidewalk improvements at the March 21 meeting.
  - B. Wastewater Treatment update – To schedule door to door survey to determine where sump pumps are. Certified mail has been sent to a list of residents who City knows are pumping ground water. Ads in the Ledger, Buyers Guide, Cable TV and City web site will be provided. Four residential meters to monitor flow have been established.
  - C. East Riverbank renovations – Parks and Recreation Master Plan update was completed and approved by the State to qualify for grant assistance. A survey delineating ownership has also been finished. A design charette (getting citizen input) for riverbank improvements was successfully carried out by Design Plus, Inc. on Thursday, January 13. At the Downtown Development Authority meeting of February 17, the Boardmembers recommended purchase of the amphitheater property from Lowell Area Schools for \$25,000. Also, the amphitheater riverfront design was approved along with an allocation of \$50,000 toward the project. At its January 11, 2011 meeting, the Lowell Area Community Fund provided \$50,000 in addition to this task. The Council, at its February 22 meeting approved the purchase of Lowell Area Schools property within the amphitheater area at a cost of \$25,000 as recommended by the DDA.

A public meeting for the Michigan Department of Natural Resources Trust Fund grant is to be held at the March 21 Council meeting. An application of \$300,000 will be submitted to the State by April 1. A LCTV Endowment Fund grant application of \$50,000 will be completed by April 15.
  - D. Consumers Energy – sidewalk report – under review.
  - E. Video coverage of public meetings – At its April 18 meeting, the Council will consider camera options as well as which meetings are to be videoed.
7. Application to the Michigan Department of Natural Resources Trust Fund for improvements to the downtown riverwalk area – public meeting and adopt resolution to support submission. As

discussed previously, efforts have started to improve the old amphitheater site with additional walkways, a canoe/kayak launch, a new boat/fishing dock and new riverfront open space as well as demolition of the existing amphitheater. The cost is estimated at \$450,000.

Local funding has been secured through grants from the Lowell Area Community Fund and Downtown Development Authority of \$50,000 each. An application to the LCTV Endowment Fund of \$50,000 will be made.

After receiving public comments, the Council will consider a resolution of support to submit a Michigan Department of Natural Resources Trust Fund application for \$300,000 to undertake the improvements previously described. This must be provided to the State by April 1.

8. Resolution establishing a threshold for the capitalization of general capital assets of the City. As recommended by the City Auditors Rehmann Robson in order to meet the requirements of Statement 34 issued by the Governmental Accounting Standards Board (GASB 34), the City must capitalize all general fixed assets having an initial value established by resolution. Generally, if the total individual cost of an item (such as equipment is less than that) it can be expensed and not depreciated over time. \$5,000 is the generally accepted threshold.

The attached resolution provides for a threshold of fixed assets at \$5,000. I recommend the Council adopt this resolution.

9. Resolution approving and authorizing execution of a lease with the Lowell Area Historical Museum. On March 1, Mayor Hodges and I met with Jim Doyle, President and Pat Allchin, Director of the Lowell Area Historical Museum concerning the renewal of the lease for 325 West Main which expires April 24, 2011.

Through this meeting, the following changes were submitted:

- New 10 year agreement from April 25, 2011 to April 24, 2021 at a rent of \$1 per year
- The Museum provides \$200 per month for operating expenses (previously \$100)
- Acknowledgment of the \$150,000 in building improvements provided by the Museum during the previous term and a minimum of \$10,000 in improvements for the new term.
- Insurance liability limits were adjusted as recommended by the City's carrier.

I recommend the Council approve the resolution.

10. Sidewalk repair upon residential sale ordinance – discuss and consider, lifting moratorium on sidewalk repairs, initiate enforcement. At its August 17, 2009 meeting, the Council considered a proposed ordinance to require sidewalk repairs at time of residential sale, similar to the City of Grand Rapids (see attached). The Council, at that time, decided not to pursue this.

From previous meetings, the Council decided to once again review and consider such ordinance during this session.

Also, the Council imposed a moratorium on October 18, 2010 meeting until April 30, 2011 on needed sidewalk repairs due to winter weather concerns. At this time, the Council will consider lifting the moratorium and initiating enforcement.

11. Resolution approving a contract with the Michigan Department of Transportation for the Lowell Area Recreation Authority Phase I Trailway. The Michigan Department of Transportation has

proposed a contract with the City to initiate work on the first phase of the LARA Phase I Trailway. It was noted that \$273,317.85 in Federal Transportation Enhancement Funds have been designated to this \$933,800 project.

I recommend the Council adopt the resolution.

12. Water System Improvements – West, Heffron and North Center Streets – award contract. Water main improvements on West, Heffron and North Center Streets have been planned to increase the efficiency of the system. On March 15, ten bids were received to carry out this work. As noted in the attached letter, Williams & Works recommends the project be awarded to CL Trucking & Excavating for a cost of \$186,794.10 as allocated from the Water Fund.

The work will be coordinated with the North Center Reconstruction Project planned for this summer.

13. Request to allocate \$15,000 to purchase water meters and related parts. At the last meeting, the Council approved the purchase of meter reading equipment. Now Water Distribution Supervisor Bob Robinson is requesting approval to purchase the meters and related parts.

Currently there are about 450 meters that have been installed in the last 5 years that are ready for the R-900 radio conversion. All which is necessary is to replace the touch pad, which is located on the outside of the house with a new R-900 radio transmitter.

Most of the meters reads should be able to be picked up by the automatic reading devise from as far away as 900 feet. Robinson will focus our attention on getting all of the meters that are ready to convert, first. Then the Water Department will go to the customer's house to do a meter repair or restart the service. The new meter reading system will be installed at that time. The old meters that can be rebuilt and tested will be converted to the new system. The meters that can't be rebuilt will be sold as scrap.

Another \$30,000 in the new budget year for meters and related parts is provided.

14. Request to allocate \$14,000 to have two water main valves insert into the water main. A total of \$30,000 has been budgeted for water main valve repairs and replacement.

The water department will dig the holes required to install the valves near the intersection of Fremont and North Washington. Culy Construction will provide the valves, labor and equipment to install them.

During our valve exercising program the department found a valve that needs replacing. To replace this valve we need to install 2 new valves. Normally the water main would be shut off and replace the valve for about \$2,000 in parts not including labor. In this situation the department has about 1800 feet of water main affected in this project. After these valves are installed, the department will be able to shut down about 1,000 feet of water main and replace the broken valve. When another valve was being replaced on a hydrant in this location, it was noticed that a customer didn't have enough water flow to maintain a 40psi working pressure needed for his process. This area was called out in water reliability study as one of the locations that needs to have the 4" water main replaced with 8". This water main upgrade is proposed in the new budget.

15. Monthly Reports. The attached reports have been provided:

City Manager Activity	Police	Building
Pubic Works	Fire	Budget

16. Council Reports and Comments.

Andrew Schrauben      Lowell Airport Board  
Parks and Recreation Commission  
Lowell Area Recreation Authority

Maryalene LaPonsie      Planning Commission  
Zoning Board of Appeals  
Lowell Area Fire and Emergency Services Authority

Jeff Altoft      Board of Review  
Downtown Development Authority

Sharon Ellison      Arbor Board  
LCTV Endowment Board

Jim Hodges      Lowell Light and Power  
Chamber of Commerce Board of Directors  
Look Memorial Fund

Commissions without      Downtown Historic District Commission  
Representatives:      Construction Board of Appeals  
Building Authority  
Local Officers Compensation Commission

17. City Manager's Report. Attached.

18. Appointments. The following boards or commissioners positions need appointment or reappointment.

Board of Review		<u>Terms Expires</u>
Alternate Position	appointment	
Planning Commission		
Vacancy (Amy Hayes' resignation)	appointment	06/30/2011

19. Closed Session: to discuss those items exempt from the Open Meetings Act

20. Adjournment.