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MEMORANDUM

TO: Lowell City Council
FROM: Mark Howe, City Manager
RE: Council Agenda for Monday, April 16, 2012

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. April 2, 2012 – Regular Meeting
4. APPROVAL OF ACCOUNTS PAYABLE
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a. Pending Council Projects Report

The report is included for your review.

7. NEW BUSINESS

- a. Tree City USA Presentation

We have received a special award for being a Tree City USA for five straight years. We are planning a special presentation.

- b. Arbor Day Proclamation

We will ask for your concurrence on a proclamation by the Mayor establishing the last Friday in April as Arbor Day. This year Arbor Day will be April 27.

Recommended Motion: That the Lowell City Council concur with the Mayoral Proclamation establishing the last April of each year as Arbor Day in the City of Lowell.

c. Lacrosse Park Use Agreement

We are in the process of developing new agreements for the use of athletic fields. The Parks & Recreation Commission has asked that I begin negotiating new agreements to raise enough revenue so that the \$5,000 transfer from the Lee Fund may be used for capital improvements and not maintenance. That will require a substantial increase in the pay per participant rate. However, most of the athletic organizations have already collected money from their participants and are already setting schedules. The Lacrosse season has already started.

My plan is to negotiate renewal agreements on a case-by-case basis and increase the fee over the next year. In some cases, this may mean maintaining the current fee for the current year, but advising the sports teams that the fee will increase next year. Based on that approach, I am asking that you approve the attached agreement for Lacrosse for a one-year period.

Recommended Motion: That the Lowell City Council approve the Public Park Use Agreement with the Lowell High School Lacrosse Team for a period ending December 31, 2012.

d. Wastewater Treatment Plant Capital Project

Wastewater Treatment Plant Supervisor Mark Mundt has obtained bids for a capital improvement project at the plant. We need to replace the waste pump drive units and had budgeted \$12,000 in Capital Improvements for this project. The low bid is from Grandtech, Inc., for \$14,952. We believe we can make a budget adjustment and move forward with this project.

Recommended Motion: That the Lowell City Council approve the bid from Grandtech, Inc., for \$14,952 for replacing waste pump drive units at the Wastewater Treatment Plant and authorize the City Manager to execute any agreements related to the project.

e. Zoning Board of Appeals

You will need to recess the council meeting at the call of the Mayor and convene as the Zoning Board of Appeals to hold a public hearing to consider a variance request.

i) Public Hearing: Variance Request, King Milling for 115 South Broadway

The second phase of the King Milling expansion project will require that the Zoning Board of Appeals consider a variance request. Williams and Works has provided a staff memo outlining the issues with recommendations.

8. MONTHLY REPORTS

Monthly Reports are attached for your review.

9. COUNCIL COMMENTS

Jim Hall	Planning Commission Downtown Historic District Commission
Andrew Schrauben	Lowell Airport Board Parks and Recreation Commission Lowell Area Recreation Authority
Jim Valentine Sharon Ellison	Lowell Area Fire and Emergency Services Authority Arbor Board LCTV Endowment Board Downtown Development Authority
Jim Hodges	Lowell Light and Power Chamber of Commerce Board of Directors Look Memorial Fund

10. MANAGER'S REPORT

The City Manager's Report is included for your review.

11. APPOINTMENTS

Planning Commission Vacancy (Don Green moved out of the City)	Appointment	<u>Term Expires</u> 06/30/2012
Airport Board Vacancy (Kevin Vezino resigned)	Appointment	01/01/2013

12. CLOSED SESSION

There are no items for Closed Session.

13. ADJOURNMENT