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MEMORANDUM

TO: Lowell City Council

FROM: Mark Howe, City Manager

RE: Council Agenda for **Tuesday**, September 4, 2012

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. August 20, 2012 – Regular Meeting
 - b. August 20, 2012 – Closed Session 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 attached for your review.
7. NEW BUSINESS
 - a. Pink Arrow Pride Day Resolution

For the fifth year, the Lowell High School football team and coaching staff have initiated cancer awareness and fund raising event called Pink Arrow Pride Day to be held on Friday, September 7, 2012. The players once again, will wear pink jerseys in a game against Grand Haven High School. Funds are being raised for the two scholarships, Gilda's Club of Lowell and Lowell Community Wellness for Pink Arrow Family Support. A resolution has been provide for your review and I recommend you adopt the resolution.
 - b. Prisoner of War/Missing In Action Recognition Day Resolution

The Michael J. Bost Chapter 18 of the Vietnam Veterans of America will observe Prisoner of War/Missing in Action Recognition Day on Friday, September 16, 2011. A brief ceremony will be held at 2:00 p.m. in the chapel of the Michigan Home for Veterans in Grand Rapids.

The attached resolution proclaiming Prisoner of War/Missing in Action Day will be presented by Mayor Hodges during the above mentioned ceremony. I recommend you approve the resolution.

c. Adoption of the 2012 Edition of NFPA 1 Fire Code and NFPA 101 Life Safety Code

Roger Reed, Fire Inspector of the Lowell Area Fire Department, will be present to provide you information and request that you adopt the new fire code. A letter is attached for your review prior to the meeting.

d. Alpha Women's Center Chili Cook-Off Special Event Permit

Once again, Larkin's Restaurant, representing the Alpha Women's Center, is requesting the use of city property for a special event on October 13, 2012. A report from Police Chief Barry Getzen is attached for your review.

Recommended Motion: That the Lowell City Council approve the Special Event Permit for Alpha Women's Center to close Broadway Street from south of the Post Office to Main Street on October 13, 2012, from 8 a.m. to 7 p.m. provided that the contingencies outlined in the Police Chief's August 28, 2012 memo to the City Manager are met.

e. Loyal Order of the Moose Special Event Permit

We have received a request from the Lowell Moose Lodge to conduct a special event using city property on November 3, 2012. A memo from Police Chief Barry Getzen outlining the request is attached.

Recommended Motion: That the Lowell City Council approve the Special Event Permit for the Lowell Moose Lodge to close the alley behind 210 E. Main Street and a portion of the city parking lot south of the alley to hold a fund raising event for its charitable works on November 3, 2012, from 9 a.m. to 7 p.m. provided that the contingencies outlined in the Police Chief's August 28, 2012, memo to the City Manager are met.

f. Heifer International Special Event Permit

Jane Vierzen, representing Heifer International, has requested a Special Event Permit for September 22, 2012. A memo from Police Chief Barry Getzen outlining the request is attached.

Recommended Motion: That the Lowell City Council approve the Special Event Permit for Heifer International to use the Reith barn at the fairgrounds to hold a fund raising event on September 22, 2012 provided that contingencies outlined in the Police Chief's August 28, 2012, memo to the City Manager are met.

g. Municipal Employees Retirement System (MERS) Annual Meeting Delegates and Alternates

The 2012 Municipal Employees' Retirement (MERS) Annual Meeting is being held this year on October 3 through 5 in Grand Rapids. We will need to appoint Employer and Employee Delegates and Alternates to the Annual Meeting. Ballots were distributed to the employees to vote for who would represent the City of Lowell as the Employee delegate and alternate. These names will be provide to you at the meeting.

Recommended Motion: That the Lowell City Council appoint Betty Morlock as the Employer Delegate and Dan DesJarden as the Employer Alternate, and _____ as the Employee Delegate and _____ as the Employee Alternate for the 2012 MERS Annual Meeting.

h. DNR Agreement – Riverwalk Amphitheater Project

We have received the grant agreement from the Michigan Department of Natural Resources Trust Fund for \$300,000 for the Riverwalk Amphitheater Project. We will provide a match of \$150,000 which has been secured in \$50,000 increments from the Lowell Area Community Fund, the LCTV Fund and the Downtown Development Authority. A grant agreement resolution is attached for your review and I recommend that you approve the resolution.

8. COUNCIL COMMENTS

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

9. MANAGER'S REPORT

The report is attached for your review.

10. APPOINTMENT(S)

Airport Board Vacancy (Kevin Vezino resigned)	Appointment	Term Expires 01/01/2013
Historic District Commission Vacancy (Chris Fleszar resigned)	Appointment	01/01/2013

11. CLOSED SESSION

a. Union Negotiations

We will need to go into closed session as allowed under the Open Meetings Act (MCL 15.268 (c)) to discuss union negotiations.

12. ADJOURNMENT