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MEMORANDUM

TO: Lowell City Council
FROM: Mark Howe, City Manager
RE: Council Agenda for Monday, November 19, 2012

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. November 5, 2012 – Regular Meeting
 - b. November 5, 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. Fee Schedule Updates

During our recent workshop we reviewed city ordinances and identified several fees that have not been established by the council or need to be updated. Attached is a list of those fees with recommendations.

Recommended Motion: That the Lowell City Council adopt an addendum to the fee schedule as presented.

- b. Purchasing Ordinance and Policy

During your last meeting I presented a change to the city ordinances on purchasing and bidding that would update our current procedures. The ordinance itself has not been updated in more than 20 years. Presented for your consideration are an ordinance amendment and a resolution to adopt the updated purchasing and bidding policy. You will need to take two separate actions.

Recommended Motions:

1. That the Lowell City Council adopt the Ordinance to Amend Sections 2-71 and 2-72 to provide for the development and approval a purchasing and bidding policy.
2. That the Lowell City Council adopt the Resolution to Approve the Purchasing and Bidding Policy.

c. Solid Waste Management Plan Update – Discussion Only

We have received a revised update of the Kent County Solid Waste Management Plan. The update will require approval from local municipalities in order for it to become effective. It is on your agenda today for information only and to provide local citizens with notice that we are being asked to approve the amendment. I will be contacting Kent County Department of Public Works for additional discussion and will make a recommendation at a future council meeting.

d. Downtown Environmental Scan

Bruce Johnston of Revitalize, LLC, the contractor who is working with us on the rental rehab program, has assisted us in securing a proposal from an environmental consultant to perform a limited site assessment on the city's downtown area. The goal will be to identify potential environmental concerns that could help the city secure future funding to provide full environmental assessments and potential clean-up of brownfield sites.

Recommended Motion: That the Lowell City Council approves an agreement with Triterra environmental consultants at a fee of \$1,500 to provide a limited environmental site assessment of the city's downtown.

8. MONTHLY REPORTS

The 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	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

10. MANAGER'S REPORT

The report is attached for your review.

11. 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
Arbor Board Vacancy (Dana Chase moved out of City)	Appointment	06/30/2014

12. 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.

13. ADJOURNMENT