

**PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL  
MONDAY, JULY 2, 2012, 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 Mayor Hodges and City Clerk Morlock called the roll.

Present: Councilmember Sharon Ellison, Jim Hall, Andrew Schrauben, Jim Valentine and Mayor Jim Hodges.

Absent: None.

Also Present: City Clerk Betty Morlock, DPW Director Dan DesJarden and Police Officer Blair Kacos.

**2. APPROVAL OF THE AGENDA**

IT WAS MOVED BY ELLISON and supported by HALL to approve the agenda as presented.

YEA: 5. NAY: 0. ABSENT: 0. MOTION CARRIED.

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)**

a. June 18, 2012 – Regular Meeting

IT WAS MOVED BY HALL and supported by SCHRAUBEN to approve the regular minutes of the June 18, 2012 meeting as written.

YEA: 5. NAY: 0. ABSENT: 0. MOTION CARRIED.

b. June 18, 2012 – Closed Session

IT WAS MOVED BY HALL and supported by SCHRAUBEN to approve the closed session minutes of the June 18, 2012 meeting as written.

YEA: 5. NAY: 0. ABSENT: 0. MOTION CARRIED.

**4. APPROVAL OF ACCOUNTS PAYABLE**

IT WAS MOVED BY ELLISON and supported by HALL that the bills and accounts payables be allowed and the warrants issued.

YEA: Councilmembers Ellison, Hall, Schrauben, Valentine and Mayor Hodges.

NAY: 0. ABSENT: 0. MOTION CARRIED.

BILLS AND ACCOUNTS PAYABLE (06/18/12)

GENERAL FUND	\$26,565.98
MAJOR STREET FUND	16.51
LOCAL STREET FUND	506.07
DDA FUND	960.58
WASTEWATER FUND	3,086.76
WATER FUND	17,915.07
CABLE TV FUND	7,538.50
DATA PROCESSING	416.24
EQUIPMENT FUND	9,762.89
CURRENT TAX FUND	2,397.03

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

Jim Salzwedel (505 N. Jefferson) stated he had attended the City Planning Commission meeting this past Monday, June 25, 2012 and is interested in being appointed to serve on this Commission.

6. **OLD BUSINESS**

A. **PENDING COUNCIL PROJECTS REPORT**

In the absence of City Manager Howe, Mayor Hodges stated no new updates were provided.

7. **NEW BUSINESS**

A. **APPOINTMENT OF ZONING ENFORCEMENT OFFICER**

With the transition of conducting planning and zoning reviews and enforcement in-house, the Council needs to appoint a new Zoning Enforcement Officer, which is required by the City Zoning Ordinance.

It is recommended that City Council appoint the City Manager or his designee as the Zoning Enforcement Officer for the City of Lowell. As noted in the City Manager's Report, there will be regular office hours for Planning and Zoning on 'Tuesdays' from 1:30 p.m. to 3 p.m. and 'Thursdays' from 1:30 p.m. to 3 p.m. for appointments only.

IT WAS MOVED ELLISON and supported by VALENTINE to appoint City Manager Mark Howe or his designee as the Zoning Enforcement Officer for the City of Lowell.

YEA: 5. NAY: 0. ABSENT: 0. MOTION CARRIED.

## 8. COUNCIL COMMENTS

Councilmember Hall reported the City Planning Commission approved a site plan for 1427 West Main Street from O'Reilly Auto Parts. The Downtown Historic District Commission met on June 26<sup>th</sup> to review projects and discuss signage and exterior work. The HDC provides 30% funding toward projects in the District.

Councilmember Schrauben noted the Airport Board meeting was postponed and rescheduled for August 14. Parks and Recreation did not have a quorum so no decisions were made. They did note how the KCYF was getting things in shape for the fair as well as the new signs at Recreation Park. Schrauben also wished his son, Henry, a happy first birthday.

Councilmember Valentine was not able to attend the Lowell Area Fire and Emergency Services Authority because of celebrating his Mother's 90<sup>th</sup> birthday.

Councilmember Ellison stated she has no reports for her boards she sits on but has received several complaints from residents on the following 1) fireworks within the City, would like to have this issue addressed in a work session, 2) cats running loose, all cats and dogs are to be on a leash and 3) people going on residences' property without proper notification. City Clerk Morlock responded they are from the Assessing Department of the City and are measuring and taking pictures to update and correct the City's assessing records. It was suggested this be advertised on the website as well as going to the door and leaving a pamphlet.

Mayor Hodges noted the following 1) the Chamber of Commerce is having a new floor installed and the Riverwalk Festival is July 12, 13 and 14, 2) the Lowell Showboat Garden Club will have the Blue Star Memorial Dedication on Saturday, July 14 at 10 a.m. on the east side of the bridge over the Flat River, 3) the Look Memorial Fund Committee will be meeting on Wednesday, July 25 at 4 p.m. and 4) Happy New Year to the City as we start our new fiscal year.

## 9. MANAGER'S REPORT.

1. City Manager Howe will be out of the office the week of July 2 and will return on July 9.
2. The City has made the transition to Cascade Township for building code inspection and enforcement and is making the transition to performing planning and zoning review and enforcement in-house. The web site has been updated, new forms are in place and we continue to work out our internal process. During this time we are open to suggestions that will ensure that we provide the highest level of quality in our service to Lowell citizens.
3. There will be regular office hours for Planning and Zoning on Tuesday from 1:30 p.m. to 3 p.m. In addition, Thursday from 1:30 p.m. to 3 p.m. will be set aside for appointments only.
4. The ordinance allowing bow hunting in the City of Lowell on parcels of 10 acres or greater is coming up for review. The affected property owners will be notified and this will be a future agenda for discussion.
5. A report on the sale of the Water Refunding Bonds was received. The principal amount of the bonds will be \$990,000 at an interest rate of 1.98% with Huntington National Bank. The refunding results in an overall savings of \$239,000.

10. **APPOINTMENTS.**

By consensus of the Council, the following appointments and reappointments were made:

Arbor Board		
Dana Chase	Reappointment	06/30/2014
Maryalene LaPonsie	Reappointment	06/30/2013
Board of Review		
Laurie Noble	Reappointment	06/30/2015
Downtown Development Authority		
April McClure	Appointment	01/01/2014
Light and Power		
Greg Canfield	Reappointment	06/30/2015
Local Officers Compensation Commission		
Barb Vezino	Reappointment	06/30/2017
Barb Zandstra	Reappointment	06/30/2017
Planning Commission		
Jim Salzwedel	Appointment	06/30/2015

IT WAS MOVED BY ELLISON to adjourn at 7:17 p.m.

DATE:

APPROVED:

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James W. Hodges, Mayor

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Betty R. Morlock, City Clerk