

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, NOVEMBER 5, 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: Councilmembers Sharon Ellison, Jim Hall, Andrew Schrauben, Jim Valentine and Mayor Jim Hodges.

Absent: None.

Also Present: City Manager Mark Howe, City Clerk Betty Morlock, DPW Director Dan DesJarden, Police Chief Barry Getzen, City Mechanic Ralph Brecken, Light and Power Board Chair Greg Canfield and Light and Power General Manager Greg Pierce.

2. APPROVAL OF THE AGENDA

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

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

3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

A. October 15, 2012 – Regular Meeting

IT WAS MOVED BY ELLISON and supported by SCHRAUBEN to approve the regular minutes of the October 15, 2012 meeting as written.

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

B. October 15, 2012 – Closed Session Meeting

IT WAS MOVED BY HALL and supported by VALENTINE to approve the closed session minutes of the October 15, 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 (11/5/12)

GENERAL FUND	\$28,035.62
MAJOR STREET FUND	4,856.36
LOCAL STREET FUND	5,213.17
HISTORIC DISTRICT FUND	2,800.00
DDA FUND	891.81
AIRPORT FUND	2,617.14
WASTEWATER FUND	9,079.61
WATER FUND	30,079.63
CABLE TV FUND	6,525.00
DATA PROCESSING	493.06
EQUIPMENT FUND	496.55
CURRENT TAX COLL	5,902.69

5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Lowell Light and Power Board Chair Greg Canfield stated Light and Power employees Tom Russo, Mark Droog and Doug Barnes volunteered to go to the New York and New Jersey area to help out the electric utility companies there to restore power to the thousands of people who were hit by Hurricane Sandy. They left over a week ago with a bucket truck and pick-up truck and could be gone for several weeks.

6. OLD BUSINESS

A. PENDING COUNCIL PROJECTS REPORT

City Manager gave the following updates:

Streets, Sidewalks Plan – Dan is working on isolating the total lineal feet of sidewalks that will be required to be replaced so that he can write bid specifications this winter. I will begin working on written material so that we can be prepared to present our findings to the public and answer any questions they have. I am also preparing a grant application to the Lowell Area Community Fund for the remainder that is needed to complete the Red sidewalks. We were turned down once before, but I think I can present a stronger application this time.

Wastewater Treatment Update – Dan has been doing a lot of background research in this area and has found some old data in which water levels were measured at manholes throughout the city. We will look at whether or not we can compare those measurements to our current data collection efforts. In the meantime, we are also focusing on upsizing and replacing the line from the newly installed 18” line at King Milling (Water Street) to the lift station. We cannot add capacity to the system serviced by this line until we replace that portion and we also think this could eliminate some I&I.

East Riverbank Renovations – We have selected a landscape design architect. Her name is Pat Cornelisse and her work includes several attractive parks in the West Michigan area. We will be meeting with her on November 6 and again on November 28 to finalize a plan. In the meantime, I have been working with Dave Austin to prepare a project schedule which factors in a three-month review by the DEQ for its permitting process. This will make it very difficult to have the project completed by the Riverwalk Festival, although I'm not giving up.

Zoning Board of Appeals – No further update.

7. **NEW BUSINESS**

A. **SNOWPLOW ASSEMBLIES BID**

The following four bids for replacement of two plows for our 4x4 trucks were received:

Arista Truck Systems	Western	\$4,610.00 each
Hoekstra Truck Equipment	Western	\$4,921.00 each
Truck & Trailer Specialties	Hiniker	\$5,773.00 each
Bader & Sons	Boss	\$5,835.03 each

City Mechanic Ralph Brecken stated the Hiniker model was the only bid that met our specifications, which called for more robust and durable plows that would last longer. Brecken recommends the City Council accept the bid from Truck & Trailer Specialties for \$5,773 each to replace the snowplow assemblies for the two plows.

IT WAS MOVED BY ELLISON and supported by HALL to accept the bid from Truck & Trailer Specialties for \$5,773 each for the replacement of two truck plows.

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

B. **RON WENGER MEMORIAL**

Kent County Youth Fair Manager Jessica Marks and Ron Wenger Memorial Committee members Nikki Patterson and Kristi Caine requested Council permission to place a play structure on the fairgrounds in honor of long-time fair manager Ron Wenger. This wooden play structure would be placed on the southwest corner of Bowes Road and Broadway Street. This request was also brought before the Parks & Recreation Commission and had been given a favorable recommendation.

IT WAS MOVED BY VALENTINE and supported by ELLISON to authorize the placement of a wooden play structure on the southwest corner of Bowes Road and Broadway Street in the fairgrounds in honor of Ron Wenger.

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

C. **PURCHASING/BIDDING POLICY REVIEW**

City Manager Howe presented two draft documents of an update to the City's purchasing policy. One would amend the City's purchasing ordinance to state that the council may adopt a policy relating to purchasing and bidding and the other takes the language from the current ordinance, puts it into policy form, and makes several suggested changes.

The council reviewed this information and gave their consensus to Howe to proceed with getting the purchasing policy and ordinance in adoption form.

8. **COUNCIL COMMENTS**

Councilmember Hall stated the DDA had approved the Lowell Area Chamber of Commerce Christmas budget and the Historic District Commission approved new awnings at 319 East Main Street. Hall also noted Blue Ribbon Feed and Burger King had closed but we have a new beauty salon that just opened.

Councilmember Schrauben stated the Parks and Recreation Commission discussed the Youth Fair and the Creekside dugouts. The Lowell Area Recreation Authority discussed signage for the trails. Schrauben also mentioned he attended the Community Vision Cafés on both October 23 and 25 and felt there was great feedback. Also, please do not forget to vote on Tuesday, November 6.

Councilmember Valentine stated he missed the Fire Authority meeting but City Manager Howe updated the Council on their discussion regarding equipment replacement, budget and the Authority's concerns with budget cycle.

Councilmember Ellison stated none of her boards met but she encourages Lowell area residents to support local business and shop Lowell.

Mayor Hodges stated Lowell Light and Power and the Chamber of Commerce will meet later this week and the Look Memorial Fund committee will meet on Wednesday, November 29 at 3 p.m.

9. **MANAGER'S REPORT.**

1. Howe stated he applied for technical assistance for placemaking through a process coordinated by the Michigan Municipal League which includes the Michigan Economic Development Corporation, Michigan State Housing Development Authority, Michigan State University and other partners. While we were not successful, Howe received a telephone call from the MML stating that they were very impressed with our application and the reason we did not receive the technical assistance was that we were already ahead of their process because of our Community Vision project. Once we have completed our Community Vision we will have an opportunity to discuss the community's priorities with the municipal league and determine what assistance might be available and appropriate to implement our plan. Howe will also reach out to our township partners to see whether or not they would be willing to engage the Michigan Township Association in the

discussion as well. The bottom line is that our Community Vision project has put us well ahead of many other communities in terms of creating a sense of place.

2. Howe and staff are reviewing a request for proposals and plan to distribute it in the next few weeks asking contractors to remove the lime from our large lime drying bed at the Water Treatment Plant and operate a farmland application process for us. After extensive research on the part of city staff, we believe this is the best option to move forward.
3. As reported earlier, Lowell Area Schools has had some initial discussion with community organizations about the riverside property between Monroe Street and the amphitheater. The school district has determined that the property can no longer be used for educational purposes. It seems appropriate that since the development of this property is key to the downtown and riverwalk areas that the city should now take over the responsibility of guiding its future use. With that in mind, Howe would like to begin negotiating with the school district for the potential purchase of the property by the city. He asked for a consensus from the city council to begin the negotiation process. The council gave their consensus.
4. A workshop for council is scheduled for Monday, November 12 at 6 p.m. A December workshop is not planned at this time. The workshop this month will focus on the work completed by the Leadership Team in reviewing city ordinances and compiling a list of what needs to be reviewed and updated.
5. Howe also commented on the following:
 - Thanked City Clerk Betty Morlock and Deputy City Clerk Sue Ullery for all their hard work on getting everything in order for the November 6, 2012 General Election.
 - The Steering committee for the Community Vision Café will be meeting to review the results of the Café.
 - A letter of understanding for the mechanic's tool allowance has been proposed and agreed to by the IBEW.
 - LACF had approved a grant for a fire alarm system in the Englehardt Public Library as well as a signage grant.

10. **APPOINTMENTS.**

No appointments were made.

11. **CLOSED SESSION**

A. Union Negotiations

IT WAS MOVED BY ELLISON and supported by HALL to move to closed session at 7:57 p.m. as allowed under the Open Meeting Act MCL 15.268 (c) to discuss union negotiations.

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

NAY: 0. ABSENT: 0. MOTION CARRIED.

Council returned to open session at 8:34p.m.

IT WAS MOVED BY ELLISON to adjourn at 8:35 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Betty R. Morlock, City Clerk