

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, SEPTEMBER 16, 2013, 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 Jim Hall, Andrew Schrauben, Sharon Ellison and Mayor Jim Hodges.

Absent: Chris Schwab.

Also Present: City Manager Mark Howe, City Clerk Betty Morlock, City Treasurer Sue Olin, Fire Chief Frank Martin, Waste Water Treatment Plant Supervisor Mark Mundt, Brian Vilmont P.E. of Prein & Newhof, Chief of Police Barry Getzen and Light and Power General Manager Greg Pierce.

IT WAS MOVED BY ELLISON and supported by HALL to excuse the absence of Councilmember Chris Schwab.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

2. **APPROVAL OF THE AGENDA**

IT WAS MOVED BY HALL and supported by SCHRAUBEN to approve the agenda as amended by adding item 7-c Fire Authority Recommendation to purchase a fire rescue/pumper truck.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

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

A. September 3, 2013 – Regular Meeting

IT WAS MOVED BY ELLISON and supported by SCHRAUBEN to approve the regular minutes of the September 3, 2013 meeting as presented.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

B. September 3, 2013 – Closed Session

IT WAS MOVED BY ELLISON and supported by HALL to approve the closed session minutes of the September 3, 2013 meeting as written.

YEA: 4. NAY: 0. ABSENT: 1. 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 Hall, Schrauben, Ellison and Mayor Hodges.

NAY: 0. ABSENT: 1. (Schwab) MOTION CARRIED.

BILLS AND ACCOUNTS PAYABLE (09/16/2013)

GENERAL FUND	\$27,551.59
MAJOR STREET FUND	314.20
LOCAL STREET FUND	348.77
DOWNTOWN DEVELOP	917.07
RIVERFRONT DEVEL	49,610.62
AIRPORT FUND	1,318.67
WASTEWATER FUND	6,322.32
WATER FUND	11,809.27
DATA PROCESSING	1,207.46
EQUIPMENT FUND	807.02
CURRENT TAX COLL	1,363,214.00

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

No comments were received.

6. **OLD BUSINESS**

A. **PENDING COUNCIL PROJECTS REPORT**

The Ridgeview Trail has been paved and looks great! Sidewalk reconstruction is continuing on the west side of town and will be completed this fall.

There is an agenda item on the Wastewater Treatment topic for Council consideration.

7. **NEW BUSINESS**

A. **WASTEWATER ENGINEERING FIRM**

City Manager Howe, DPW Director DesJarden and Wastewater Treatment Plant Supervisor Mundt conducted a qualifications-based search for an engineering firm to assist us with issues relating to the wastewater system. Specifically we need an engineering firm to develop an asset management plan, a

capital improvement plan, conduct studies and monitoring to help eliminate inflow and infiltration, write grant proposals, and provide design and construction supervision services for projects that we identify as a result of our planning.

The Request for Qualifications was distributed to eight engineering firms. We received five responses and interviewed representatives from four firms. The interview team, Howe, DesJarden and Mundt, interviewed Williams & Works Engineering of Grand Rapids, Wade-Trim of Grand Rapids, OHM Advisors of Livonia, and Prein & Newhof of Grand Rapids. Following the interviews, we contacted references for the top firms we identified and met again to discuss the result of our reference checks. Based on our conversation we are recommending that the city name Prein & Newhof of Grand Rapids as our engineer of record for the wastewater system. We were pleased with the qualifications and strength of the firms we interviewed and especially with Williams & Works of Grand Rapids who serves as our engineer of record in other areas. At the end of the day, however, we felt that Prein & Newhof was the best choice at this time.

IT WAS MOVED BY ELLISON and supported by SCHRAUBEN to authorize the city manager to utilize Prein & Newhof as the engineer for record of the wastewater system.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

B. PIPE LOCATOR REPLACEMENT

The City uses a device (made by Vivax-Metrotech) to locate water pipes for various reasons but typically when contractors call Miss Dig to ensure they do not disrupt a water line. We have had the current device for about 25 years and would like to replace it with the same brand based on its reliability and longevity. Lewis Municipal Sales of Carmel, Indiana, is the sole source provider for this device and has given us a quote of \$2,900. This is not a budgeted item and our purchasing policy requires that we bring unbudgeted items to you for approval.

IT WAS MOVED BY ELLISON and supported by HALL to approve the purchase of the Vivax-Metrotech pipe locating device for \$2,900.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

C. FIRE AUTHORITY RECOMMENDATION TO PURCHASE A FIRE RESCUE/PUMPER

During the fire authority meeting earlier today, they voted to accept and recommend to the municipalities the approval of a bid to purchase a new fire rescue/pumper for \$561,471 from Frontline Services. The authority has been working with a committee consisting of members of the authority and the fire department to develop specifications and conduct a bid process. Three bids were secured:

- Alexis for \$646,816
- R & R Trucking for \$576,057
- Frontline Services for \$565,471

The new truck would replace a 1988 pumper. There are concerns that because the frame of this pumper is rusting, it may not pass inspection next year. The useful life of a pumper is typically 15 years, although many fire departments are able to operate pumpers for as many as 20 years. This pumper is 25 years old.

There are two additional pumpers in the fleet, a 2002 and 2005. The fire authority is part of a county purchasing program and is expected to receive another pumper in 2020. The fire department has created specifications for the rescue/pumper so that it has enough storage on it to replace both the 1988 pumper and can be used in place of an older rescue unit.

If the fire authority can approve the purchase of the truck this week, there will be a \$2,950 savings, and if a pre-payment is made on the chassis in December, another \$6,800. The pre-payment will need to be about \$191,000. The balance of about \$365,000 would be due when the truck is delivered, which is expected to be a little less than a year from now.

The cost to the city would be about \$64,000 in December (assuming we pre-pay on the chassis), then approximately \$121,700 when the truck is delivered (next fiscal year), for a total of \$185,700.

The fire authority is also considering submitting a grant application to the Lowell Area Community Fund. The previous fire truck was purchased with a \$100,000 contribution from the LACF. Assuming the same commitment, it would reduce the cost to the city by \$33,000 and more if a larger contribution is requested and approved.

As for payment of the city's share, the final audit for the previous fiscal year will show that the General Fund ended with a positive balance of \$136,000. That amount could cover the \$64,000 chassis payment due in December and still leave Fund Balance in the General Fund well ahead of projections. We will be able to use our workshops and discussion on the budget for next fiscal year to identify the balance that will be due.

Based on the discussion above, the age of the current pumper, the life cycle of the current fleet, and the combination of the rescue and pumper units into a single rescue/pumper, the city manager recommended approval of the purchase as recommended by the fire authority. The fire authority has authorized its board chair to sign the purchase agreement if all three municipalities approve the purchase. All three municipalities are meeting tonight.

IT WAS MOVED BY HALL and supported by SCHRAUBEN to approve the purchase of a Fire Rescue/Pumper from Frontline Services in the amount of \$565,471 as recommended by the Lowell Area Fire and Emergency Services Authority.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

8. MONTHLY REPORTS

No comments were received from material presented.

9. **COUNCIL COMMENTS**

Councilmember Hall noted the Planning Commission met and approved the parking lot expansion for Impact Church. He also noted that complaints were received from citizens of the city on how extremely loud the music is at Impact.

Councilmember Schrauben stated the Airport Board met and are working on maintenance and getting their General Utility status. They are also in need of a tractor for mowing and plowing. Parks and Recreation Commission will meet tomorrow, September 17th at Recreation Park and will be discussing capital improvements for Richards and Recreation parks. Lowell Area Recreational Authority met last week and are working on Phase II and maintenance for plowing and mowing of the trails.

Councilmember Ellison noted the Arbor Board met and discussed the fall plantings for the Water Treatment Plant and Riverwalk. Also, the Biggest Tree contest will be announced shortly so start looking for that biggest tree. The Downtown Development Authority met and discussed the Christmas budget for the Chamber and the south Main Street parking lot.

Mayor Hodges noted Light and Power Board met last week and nine (9) citizens were present to discuss the expansion project. The Chamber of Commerce met last week and appointed Kurt Lardie as a new member to the board. They are also gearing up for Girls Night Out, Christmas through Lowell and the Harvest Festival. Hodges also reminded everyone of the Citizens Leadership meeting on Monday, September 23 at 6 p.m. in the Council Chambers for the Strategic Plan Review work session. All city boards and commissions were invited and are encouraged to attend.

10. **MANAGER'S REPORT.**

1. We are still expecting substantial completion of the riverwalk extension project in October.
2. As Mayor Hodges noted, we will be holding our annual Strategic Plan Review workshop on Monday, September 23, at city hall.
3. Most of our paperwork has been submitted to FEMA to reimburse the city for expenses relating to the flood. I do not have a total reimbursement amount yet but will share that once we have completed the paperwork. I would like to recognize and give special thanks to Deputy Treasurer Lori Gerard and DPW Director Dan DesJarden for leading this effort.
4. The steering committee guiding the process to create a Downtown Development Plan has held an initial meeting with our facilitator, Dave Austin of Williams & Works. You will be hearing more about this over the next few months and there will be opportunities for plenty of stakeholder input as the process moves forward.
5. Kent District Library has named Josh Bernstein as the Branch Manager for the Englehardt Library to replace Kristen Meyer who left to work at Grand Valley State University. Josh is currently the Teen Librarian at the Grandville branch of KDL and has been instrumental in enhancing teen use and volunteerism there. His first day will be Monday, September 30.

6. We are scheduled for fact finding with the IBEW in early October. Our first negotiating session took place in February of 2012 and our last negotiating session was in May of 2013. During our most recent negotiating session we offered a package proposal which the IBEW rejected without a counter-offer.

11. **APPOINTMENTS.**

By general consensus, the Council appointed Melissa Spino to the Arbor Board to a term that expires June 30, 2016.

12. **CLOSED SESSION**

A. Union Negotiations

IT WAS MOVED BY ELLISON and supported by HALL to move to closed session at 7:52 p.m. as allowed under the Open Meeting Act MCL 15.268 (c) to discuss union negotiations.

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

NAY: 0. ABSENT: 1. (Schwab) MOTION CARRIED.

Council returned to open session at 8:49 p.m.

IT WAS MOVED BY ELLISON to adjourn at 8:50 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Betty R. Morlock, City Clerk