

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, MAY 4, 2015, 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 roll was called by Deputy City Clerk Susan Ullery.

Present: Councilmembers Jeff Altoft, Sharon Ellison, Jim Hall, Matt Mayer and Mayor Jim Hodges.

Absent: None.

Also Present: City Manager Mark Howe, Deputy City Clerk Susan Ullery, DPW Director Dan Desjarden, City Treasurer Suzanne Olin, Police Chief Steve Bukala, Light and Power General Manager Greg Pierce and City Attorney Richard Wendt.

2. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY HALL and seconded by ELLISON to approve the agenda as written.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

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

IT WAS MOVED BY HALL and seconded by MAYER to approve the regular minutes of the April 20, 2015 meeting as corrected.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

IT WAS MOVED BY ELLISON and seconded by HALL to approve the work session minutes of April 27, 2015 as written.

YES: 5. NO: 0. ABSNET: 0. MOTION CARRIED.

4. **APPROVAL OF THE ACCOUNTS PAYABLE.**

IT WAS MOVED BY ELLISON and seconded by HALL to approve the accounts payable as presented.

YES: Councilmember Altoft, Ellison, Hall, Mayer and Mayor Hodges.

NO: None. ABSENT: 0. MOTION CARRIED.

BILLS AND ACCOUNTS PAYABLE (05/04/2015)

General Fund	\$16,299.48
Major Street Fund	\$6476.65
Local Street Fund	\$12.65

Historical District	9,700.00
Designated Contributions	\$8,400.00
General Debt Services	220,372.51
Airport Fund	\$138.39
Wastewater Fund	\$49,190.82
Water Fund	\$5,667.70
Data Processing Fund	\$1,611.52
Equipment Fund	\$355.08
Look Fund	\$1,500.00

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

No comments were received.

6. **OLD BUSINESS.**

- A. Strategic Goals Report. City Manager Howe noted the City has been working on updating the worksheets and included a long-term financial planning tool in the recommended budget.
- B. Pending Council Projects Report. Howe stated Chief Bukala has informed him that the RFP's for the removal of the tower have been sent out.
- C. Budget Discussion. Howe had no additional recommendations since the last meeting. A public hearing will be held at the May 18, 2015 City Council meeting. Copies of the budget are available on the website, City Hall and library. Individuals may also request a copy.

7. **NEW BUSINESS**

- A. Wellhead Protection Plan Update Agreement. The City is working with the Michigan Rural Water Association (MRWA) to submit a grant and assist the City of Lowell in updating it's Wellhead Protection Program. In order to complete the grant process we need to sign an agreement with the MRWA authorizing the submission of the grant and securing the services of MRWA in grant administration and updating the plan. If we receive the grant, it will pay for 50 percent of the \$8000 estimate cost of updating the plan and administering the grant.

IT WAS MOVED BY ELLISON and seconded by ALTOFT that the Lowell City Council authorize the agreement with Michigan Rural Water Association for Wellhead Protection Plan update and grant administration services and authorize the signatures of the Mayor and Clerk.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

- B. Seasonal Workers. There was some discussion during the recent workshop about our plan to hire two additional seasonal workers to assist with street and park maintenance. This was included in the budget recommendations for next year and will be included in the proposed budget amendment for the current fiscal year.

Formal council approval is not required, however, the City is asking for input and consensus to move forward with posting the seasonal positions.

Councilmember Ellison confirmed this would not affect any of the other workers. Howe responded these workers would be an addition to the staff.

Councilmember Altoft questioned the personnel plans for the Water Distribution as well as the Water Treatment Plant. Howe stated there have been some conversations regarding the future. Water Distribution Supervisor Jeff VanSetter is reviewing the way he is doing things and how much help will be needed. He is also reorganizing some of the processes. There has been discussion to bring on one or two part time employees. Also, there is the possibility of having the fire department do the hydrant flushing.

By general consensus, the Council agreed.

9. **COUNCIL COMMENTS**

Councilmember Mayer stated the Fire Authority will meet on Monday May 11, 2015. He also noted the Grand Rapids Griffins won their first round.

Councilmember Altoft stated the DPW workers are doing a good job and things are looking nice. He inquired how much it costs to have City Attorney Dick Wendt present.

Councilmember Ellison stated she attend the Historic District Commission meeting. They are looking at potentially doing another painting project.

Mayor Hodges stated Light and Power Board will meet next week as well as the Chamber of Commerce Board of Directors. On May 20, 2015 the Chamber of Commerce will be celebrating the businesses and "Person of the Year" (Rick Seese) at its annual gathering. Look Memorial Fund will meet on May 20, 2015 to discuss the distribution of \$7,400 available. Hodges pointed out this is Dan DesJarden's last City Council meeting as an employee of the City of Lowell. He appreciated all the work he has done for the community.

10. **CITY MANAGER REPORT.**

1. A pre-construction meeting on the Donna Drive project and the Notice to Proceed should be issued to the contractor soon. Also, in working with Kent County, we have been awarded an additional \$51,000 for this project through the CDBG program. This means the cost of the project will be fully funded.
2. The Kent County Road Commission will be closing the Hudson Street bridge over the Grand River from approximately May 18 through July 2. Traffic will be routed over the Jackson Street bridge.
3. The City was recently informed that our fuel supplier will be removing their tanks so we will be purchasing fuel through Pacific Pride, just west of town.
4. A meeting will be held with Cascade Township to discuss a renewal of the Building Inspection Services Agreement. If you have any questions or concerns, please let Howe know. He hopes to bring a new agreement to the June City Council meeting.
5. The fourth Monday in May falls on Memorial Day which means our work session should be scheduled for Tuesday, May 26, at 6 p.m. We are also planning a work session on June 22 at 6 p.m. and no work session in July.

6. The City has been asked to provide a police vehicle for four days to Grand Valley State University for their training program. The university will pay the department \$700.
7. Ron Woods has been hired by the City as the interim DPW Director when Dan DesJarden retires. Howe introduced Woods, noting he previously was the DPW Director for the City of Kentwood.
8. Howe also stated this is Dan DesJarden's last City Council meeting before his retirement. It has been a wonderful opportunity working with him. He is very knowledgeable about the City. He cares about his job and the citizens of Lowell. DesJarden has been a great asset to the team. Mayor Hodges noted there will be a retirement celebration on May 14, 2015 from 4 p.m. to 7 p.m. at the Chamber of Commerce.

11. **APPOINTMENTS.**

Board of Review
Alternate Vacancy -

IT WAS MOVED BY ELLISON and seconded by HALL to adjourn at 7:27 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Susan S. Ullery, Deputy City Clerk