

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, DECEMBER 7, 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 City Clerk Susan Ullery.

Present: Councilmembers Jeff Altoft, Mike Devore, Jeff Phillips, Alan Teelander and Mayor Jim Hodges.

Absent: None.

Also Present: City Manager Mark Howe, City Clerk Susan Ullery, City Treasurer Suzanne Olin, Police Chief Steve Bukala, DPW Director Ron Woods and L&P Greg Pierce.

2. **APPROVAL OF THE AGENDA.**

Councilmember Altoft wanted to add a new agenda item, “#8 Board Reports”.

IT WAS MOVED BY ALTOFT and seconded by TEELANDER to approve the agenda as amended.

City Manager Howe explained if the Council chooses to change the order of business you should first make a motion to suspend the rules.

Teelander and Altoft both withdrew their motion.

IT WAS MOVED BY ALTOFT and seconded by TEELANDER to suspend the rules.

YES: 4. NO: 1. (Mayor Hodges) ABSENT: 0. MOTION CARRIED

IT WAS MOVED BY TEELANDER and seconded by DEVORE to approve the agenda as modified.

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

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

IT WAS MOVED BY TEELANDER and seconded by ALTOFT to approve the regular minutes of the November 16, 2015 meeting as written.

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

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

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS to approve the accounts payable as presented.

YES: Councilmembers Altoft, Devore, Phillips, Teelander and Mayor Hodges. NO: None.

ABSENT: None.

MOTION CARRIED.

BILLS AND ACCOUNTS PAYABLE (12/07/2015)

General Fund	\$29,739.28
Major Street Fund	\$520.40
Local Street Fund	\$10,139.93
Downtown Development Fund	\$4,736.00
Airport Fund	\$2,131.14
Wastewater Fund	\$44,921.05
Water Fund	\$5,132.59
Data Processing Fund	\$3,438.12
Equipment Fund	\$15,120.52
Current Tax Collected	\$471.33

5. **CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.** No comments were received.

6. **OLD BUSINESS.**

- a. Strategic Goals Report. City Manager Howe stated a final report has been completed by Prein & Newhoff. They are prepared to make a presentation to the council giving some history on the analysis leading up to obtaining the DEQ SAW Grant and the decision to move the wastewater lift station.
- b. Pending Council Projects Report. Nothing new to report.

7. **NEW BUSINESS**

1. 2016 City Council Meeting Dates. The proposed dates for the 2016 City Council meetings were presented.

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS to approve the 2016 City Council meeting dates.

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

2. Light & Power Budget Amendment. City Manager Howe discussed a memo from Greg Pierce requesting an amendment to the Lowell Light & Power budget. Teelander stated that he had the opportunity to tour the Light & Power facility last Friday and said it was enlightening. He suggested that the other Board members have the same tour prior to voting on this amendment. DeVore agreed that he would like more information and the opportunity to tour the facility prior to voting.

IT WAS MOVED BY DEVORE and seconded by TEELANDER to table this topic until the next meeting to give the new members time to look into the matter more and get a tour of the facility.

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

3. MuniCode Update. The Code of Ordinances is stored online through a partnership with MuniCode and the code requires that we provide periodic supplementation. The current code was last updated on September 28, 2012 and there have been a number of ordinance updates since that time. The cost of the supplement is \$4,000 and that's included in the budget for the data processing fund, although we

have a current credit with MuniCode right now so our net cost for this supplementation would be \$2,895.

Devore questioned what the City was doing to make people aware of these changes and City Manager Howe responded by letting him know that the Code is on the home page of our webpage on the left hand side. Howe also stated that the City has printed off sections for residents in the past at their request at no cost to the resident. The City can also email portions to residents upon their request. The City could also put a link out on social media, if requested.

IT WAS MOVED BY TEELANDER and seconded by DEVORE to approve the MuniCode update.

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

4. Discussion: Council 101 and Future Council Training. City Manager Howe discussed a training session for council members that will be held by Peter Letzman two weeks from tonight. This training is pertinent for new council members. He is a former municipal attorney and is currently working on an article with the Michigan Municipal League. The training will give you basics on rules and responsibilities with the council and running effective meetings. The cost is approximately \$800. The City will also provide ongoing education regarding city operations, background and upcoming policy issues.

It was asked if these training sessions by Peter could be recorded to save the City money, but there is a copyright policy on them, so that is not possible. It was then suggested that the City try to get as many people as possible into the training sessions

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS to approve the meeting with Peter Letzman.

YES: 4. NO: 1 (Hodges). ABSENT: 0. MOTION CARRIED.

8. **BOARD & COMMISSIONS REPORT**

Airport Board – looking for a new mechanic

Arbor Board – vacancy on the Board

Board of Review – no comments

Building Authority – no comments

Construction Board of Appeals – no comments

Downtown Development Authority – two upcoming vacancies at the end of the year

Downtown Historic Commission – no comments

LCTV Endowment Board – They organized and will have first meeting on March 3.

Light and Power Board – No comments

Local Officers Compensation Commission – No comments

Look Memorial Fund Committee – They met on November 18 and Mayor Hodges will have information on their disbursements at the next council meeting.

Lowell Area Fire and Emergency Services Authority – Frank Martin has turned in his resignation to retire.

Lowell Area Recreation Authority – No comments

Parks and Recreation Commission – No comments

Planning Commission – No comments

IT WAS MOVED BY ALTOFT and seconded by TEELANDER to suspend the rules and appoint a board member temporarily to the Planning Commission Board.

YES: 4. NO: 1 (Hodges). ABSENT: 0. MOTION CARRIED.

Councilmember TEELANDER and Mayor HODGES volunteered to fill the spot. A vote was taken and Councilmember TEELANDER won.

YES: 4. NO: 1 (Hodges). ABSENT: 0. MOTION CARRIED.

9. **COUNCIL COMMENTS.** Councilmember DEVORE rode along with Detective Lauren recently and is planning to do the same with Officer Hurst soon. He encouraged others to do the same.

Councilmember TEELANDER had a question from the local seniors regarding the new Lowell logo and asked about the history of it, why it was changed and asked if any public input was received for it. City Manager Howe responded stating that all that was added was some blue swirls. The design started prior to Howe getting hired. Mayor Hodges added that the swirls are supposed to symbolically represent two rivers.

Councilmember TEELANDER discussed a power outage in rental units that happened over the holiday weekend. Can we create some clarity on rental property responsibilities and requirements?

Councilmember PHILLIPS discussed his recent attendance at Coffee with Council and said that he had a great time meeting new people.

Councilmember ALTOFT would like to have the rental property issues put on the agenda for the next council meeting. Police Chief BUKALA added that if there is ever a question in this regard that they are unable to answer, they refer the tenants to the 63rd District Court, as they are the experts on landlord/tenant matters.

Mayor HODGES thanked Liz Baker at the Chamber for hosting the last Coffee with Council meeting. He also announced that there will be no Coffee with Council in January. Chamber of Commerce will meet tomorrow morning at 7:30. Lowell Light and Power will meet next Thursday at 6:00 pm. He then reiterated that he will have a report regarding the Look Committee and the specifics of the money given out at the next meeting. He thanked Don for his many years of service. Mayor HODGES then went on to state that he will not be seeking reelection as the Mayor in the upcoming election. He said it has been an honor, privilege and pleasure to serve this community the past 7 years. He will continue to serve on the City Council for the next two years to help serve our community, along with the new Mayor and fellow council members. He thanked the citizens of Lowell, City Manager Howe and councilmembers, the City employees and his wife for her love and support.

10. **CITY MANAGER REPORT.**

1. Frank Martin has announced that he will retire as Fire Chief from the Lowell Area Fire Department early next year. Chief Martin has had a distinguished career with the department lasting more than 42 years.
2. We are getting ready to launch our Twitter account that will connect with our Facebook page and web site to provide more information and greater transparency in city government operations. Be sure to follow us on Twitter and like us on Facebook.

3. I plan to take some extended time off around the holidays to spend time with family and friends.
4. Ron Woods updated the Council on the process used on N. Washington.

11. **APPOINTMENTS.**

Airport Board

Vacancy – (David Pasquale currently serving) 01/01/2016
Vacancy – (Eric Nelson currently serving) 01/01/2016

Building Authority

Vacancy – (Suzanne Olin currently serving) 01/01/2016

Downtown Development Authority

Vacancy – (Dean Lonick currently serving) 01/01/2016
Vacancy – (Rita Werden appointment) 01/01/2016

Downtown Historic District

Vacancy – (Brian McLane currently serving) 01/01/2016

LCTV Endowment Board

Vacancy – (Barbara Zandstra currently serving) 12/31/2015

Fire Authority

Vacancy – (David Pasquale currently serving) 01/01/2016

Look Memorial Committee

Vacancy – (Tim Van Laan – appointment) 12/07/2016

Lowell Area Recreation Authority

Vacancy – (Perry Beachum currently serving) 01/01/2016

Parks and Recreation Commission

Vacancy – (Perry Beachum currently serving) 01/01/2016

IT WAS MOVED BY TEELANDER and seconded by ALTOFT to approve the appointments as presented.

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

IT WAS MOVED BY TEELANDER and seconded by ALTOFT to adjourn at 8:20 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Susan Ullery, City Clerk