

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, DECEMBER 21, 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.

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS 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 PHILLIPS and seconded by TEELANDER to approve the regular minutes of the December 7, 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 (12/21/2015)

General Fund	\$20,190.50
Major Street Fund	\$7,831.65
Local Street Fund	\$7,343.86
Downtown Development Fund	\$1,058.90
Designated Contributions	\$2,323.29
Airport Fund	\$274.66
Wastewater Fund	\$43,330.71
Water Fund	\$8,708.93
Data Processing Fund	\$775.39
Equipment Fund	\$2,651.35

Current Tax Collected

\$1,025.72

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

6. **OLD BUSINESS.**

a. Strategic Goals Report. City Manager Howe stated that Ron Woods has prepared a draft plan for the Street Asset Management Plan and that he hopes to have it to Council in the future.

b. Pending Council Projects Report. Nothing new to report.

c. Boards and Commissions.

Airport Board – Councilmember Altoft stated the board is reviewing a snowplow agreement.

Arbor Board – no comments

Board of Review – no comments

Building Authority – no comments

Construction Board of Appeals – no comments

Downtown Development Authority – no comments

Downtown Historic Commission – no comments

LCTV Endowment Board – The board will be accepting grant applications soon.

Light and Power Board – Hodges stated the Washington D.C. APPA Legislative Rally is coming up in March. If anyone is interested in attending, please contact Sharon Morris at Lowell Light & Power. The biodigester process upgrades are now complete. The potential for odor issues has greatly decreased. Greg Northrup plans to declare full commercial operations soon. Work continues on the installation of the Rolls Royce turbine and we're on track to have it up and running in 2016. Tours have been given to all of the councilmembers by Greg Pierce.

Local Officers Compensation Commission – No comments

Look Memorial Fund Committee –Hodges noted the board met on Wednesday, November 18. Four applicants received grants totaling \$14,793.00. Those receiving funds were the First Baptist Church of Lowell, receiving \$1,441 for the AED machines; Lowell Chamber of Commerce Foundation received \$4,352 for promoting the Sizzling Summer Concert series as well as upgrades to their sound system; the Lowell Fire and Emergency Authority received \$4,000 for personal safety tools; the Lowell Area Historical Museum received \$5,000 for upgrading their computer system for artifact and document collections on their website. The Arbor Board did not receive any funds.

Lowell Area Fire and Emergency Services Authority – Frank Martin has decided to retire at the end of December, 2015. There will be a meeting the first week of January to go over the Fire Chief's job description so that the LAFESA can open up the position for applications. They are updating their rules and procedures and hope to have a new draft to the councilmembers at the next meeting.

Lowell Area Recreation Authority – No comments

Parks and Recreation Commission – City Manager Howe stated that they are working on leases.

Planning Commission – Councilmember Teelander attended the Planning Commission meeting and they discussed the Grand Rapids Gravel project.

Lowell Area Chamber of Commerce. Mayor Hodges spoke about the meeting on December 8. The new president for 2016 is Stacey Chambers of the YMCA. The annual dinner will be on February 25 at the Grand Volute. Several businesses within the community will be honored as well as the “Person of the Year”. The Expo will be at the high school on March 26.

d. Light & Power Budget Amendment.

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS to remove this item from being tabled.

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

City Manager Howe stated the budget amendment reflects the inclusion of the inadvertently omitted information from the 2015-16 Annual Operating Budget. The budgeted Capital Expense amount of \$935,000 was approved by the Lowell Light and Power Board as part of its budget approval process in May of 2015.

Councilmember Teelander stated he was disappointed this amendment took so long to come forward. He went on to state he believed the biodigester is forward thinking. He also liked the idea of the steam generator and it should be a top priority. Lowell Light and Power Manager Greg Pierce addressed Teelander’s comment about being disappointed. In the past, it was never brought to their attention that the Capital expenses needed to be included.

Councilmember Phillips was impressed with the tour. He questioned the turbines and whether or not the second one was up and running.

Councilmember DeVore questioned if all the smart meters had to be done at the same time. Will it save the rate payers money? Pierce stated that the return on investment shows that the payback period is three years. There are many benefits to the customer that will help them manage their utility bills, usage and provide better information for outages. Lowell Light and Power employee Steve Donkersloot also spoke regarding the benefits the customers will receive with smart meters. Councilmember DeVore questioned if there would be an educational opportunity for customers to learn how to use these meters properly and take advantage of the capabilities. Donkersloot responded yes. He also noted customers can choose to not have one installed.

Councilmember Altoft asked if the power were to go out today, what percentage of Lowell would be powered. Pierce responded customers would receive minimum services.

IT WAS MOVED BY TEELANDER and seconded by HODGES to approve the Lowell Light & Power Budget Amendment.

Mayor Hodges asked if there was further discussion. Councilmember Phillips wanted to know when the second generator would be up and running. Pierce responded 2016.

Altoft wanted more information on the smart meters. Councilmember Teelander suggested tabling the smart meters in order for the citizens to have an opportunity to review and research the smart meters. Hodges noted the Light and Power Board holds monthly meetings that are open to the public.

YES: 3. NO: 2 (ALTOFT, DEVORE). ABSENT: 0. MOTION CARRIED.

7. **NEW BUSINESS**

1. Snowplowing Agreement - Airport. On behalf of the Airport Board, City Manager Howe recommended that the Board approve the Snow Plowing Agreement presented by Scenic Expressions, LLC for the 2015-2016 winter season. Payment for services rendered would be \$7,500.

IT WAS MOVED BY TEELANDER and seconded by DEVORE to approve the Snowplowing Agreement with Scenic Expressions, LLC in the amount of \$7,500.

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

8. **MONTHLY REPORTS**. None

9. **COUNCIL COMMENTS**.

DEVORE – No comments.

TEELANDER – Thanked the Council for their discussion.

PHILLIPS – Wished everyone a happy holiday.

ALTOFT – Wished everyone a Merry Christmas and a Happy New Year.

HODGES – No comments.

10. **CITY MANAGER'S REPORT**.

1. Howe provided information to the Council regarding the City's responsibilities relating to housing.
2. More than a year ago a decision was made to take down an old maple tree in front of the library based on reports that the tree was approaching the end of its life. Howe asked that material from the tree be saved so that it could be used for a future community project. Local artist Jeff Lende approached the City some time later inquiring about the wood. The City worked with Mr. Lende and Tony Ellis at Lowell High School who brought together a team of high school students to create a new table to be displayed at the Englehardt Public Library. The table is now complete and is expected to be delivered to the library soon. The City is so fortunate to have dedicated people in this community who strive to collaborate for the common good.
3. The next meeting will be the annual organizational meeting. During this time the Council will be reviewing and adopting the Rules of Procedure. The Rules of Procedure outlines how the meetings will be conducted. A copy has been included in the Council Handbook. Howe recommended the Councilmembers spend some time reviewing the rules prior to the meeting and be prepared to discuss any modifications you wish to make.
4. Best wishes to you and your families for a Merry Christmas and Happy New Year.

11. **APPOINTMENTS**.

LCTV Endowment Board
Vacancy – (Patty Sellner resigned)

12. **ADJOURNMENT.**

IT WAS MOVED BY TEELANDER and seconded by ALTOFT to adjourn at 8:16 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Susan Ullery, City Clerk