

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, MARCH 21, 2016, 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 Pro Tem Mike DeVore and City Treasurer Suzanne Olin called roll.

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

Absent: Mayor Jeff Altoft.

Also Present: Interim City Manager Dave Pasquale, City Treasurer Sue Olin, Interim DPW Director Ron Woods and Police Chief of Steve Bukala.

2. **APPROVAL OF ABSENCES.**

IT WAS MOVED BY HODGES and seconded by TEELANDER to approve the absence of Mayor Altoft.

YES: 4 NO: None. ABSENT: 1. MOTION CARRIED.

3. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS to approve the agenda as written.

YES: 4 NO: None. ABSENT: 1. MOTION CARRIED.

4. **APPROVAL OF THE MINUTES FROM THE PRECEDING REGULAR MEETING.**

IT WAS MOVED BY PHILLIPS and seconded by HODGES to approve the regular minutes of the March 7, 2016 meeting as written.

YES: 4 NO: None. ABSENT: 1. MOTION CARRIED.

5. **APPROVAL OF THE ACCOUNTS PAYABLE.**

<u>BILLS AND ACCOUNTS PAYABLE (3/21/2016)</u>	
General Fund	\$8,527.13
Major Street Fund	\$868.74
Local Street Fund	\$127.95
Downtown Development Fund	\$94.16
Airport Fund	\$69.17
Wastewater Fund	\$85.31
Water Fund	\$1,434.02
Data Processing Fund	\$946.94
Equipment Fund	\$649.50
Current Tax Collected	\$135,924.55

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

YES: Councilmember DeVore, Councilmember Hodges, Councilmember Phillips and Councilmember Teelander. NO: None. ABSENT: 1. MOTION CARRIED.

There was discussion as to whether or not the City had a written contract with Attorney Henry. Councilmember Hodges stated that he had issues with her billing time for work performed prior to being hired by the City and believes the 18 hours billed prior to the City hiring her on January 19 should be removed from her invoice.

It was suggested that this item was tabled until Mayor Altoft can be present and assist in the decision and discussion/understanding.

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS to table the approval of Attorney Henry's invoices.

YES: Councilmember DeVore, Councilmember Hodges, Councilmember Phillips and Councilmember Teelander. NO: None. ABSENT: 1. MOTION CARRIED.

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

Citizens Perry Beachum, Jim Salzwedal, Lorain Smalligan, Lynette Salzwedal, Jeff Dickerman and spoke regarding various concerns.

6. **OLD BUSINESS.**

a. Strategic Goals Report.

The Strategic Goals Report for 2016 was discussed by Council and City Manager Pasquale.

b. Pending Council Project Report.

Nothing new to report.

c. Council Training and Information Schedule.

An updated schedule was submitted for Council review and a presentation was made by LARA.

d. Strategic Plan Overview.

Nothing new to report.

7. **NEW BUSINESS.**

a. Arbor Board Presentation.

Arbor Board Chair Jim Reagan reviewed and updated the 2016-2017 Comprehensive Tree Plan and presented Council with information.

IT WAS MOVED BY HODGES and seconded by TEELANDER that the Lowell City Council adopt the 2016-2017 Comprehensive Tree Plan as presented by the Arbor Board.

YES: Councilmember Phillips, Councilmember Teelander, Councilmember DeVore and

Councilmember Hodges. NO: None. ABSENT: 1. MOTION CARRIED.

- b. South Monroe Parking Lot Street and Utility Improvement Projects – Bid Recommendation. Bids were received on March 16 for the South Monroe Parking lot, street and utility improvements. In order for the project to commence the property swap between Greg Canfield and Jeff Wilterink must be completed on S. Monroe. A utility easement with Canfield for the Button Factory parcel must be secured. In order for the Button Factory to be sold to the City, Canfield has stated a \$25,000 price. If not provided by an appraisal, the property remains with Canfield and the parking lot is reduced.

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS that the City Council approve the bid of C&D Hughes Inc. at a cost of \$688,971.85 with funds provided by the Downtown Development Authority, Major Street Fund, Water and Wastewater Funds.

YES: Councilmember Teelander, Councilmember DeVore, Councilmember Hodges and

Councilmember Phillips. NO: None. ABSENT: 1. MOTION CARRIED.

c. LCTV Grant Recommendations.

The LCTV Endowment Fund Board has reviewed grant applications and is presenting recommendations for your consideration at its March 3, 2016 meeting.

Applicant	Project Name	Amount Requested	Total Cost of Project
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00	\$4,000.00
City of Lowell	Sidewalk Replacement Program	\$27,600.00	\$46,000.00
City of Lowell	2016 Spring/Fall Tree Planting	\$5,000.00	\$7,500.00
City of Lowell	Creekside Park & Stoney Lake Asphalt Maintenance & Repairs	\$15,990.00	\$15,900.00
Lowell Area Fire/ Lowell Police Dept.	Portable Communications Upgrade	\$41,830.00	\$41,830.00
		\$94,420.00	\$115,320.00

IT WAS MOVED BY HODGES and seconded by TEELANDER that the Lowell City Council adopt the recommendations of the LCTV Endowment Fund Board and authorize signatures on the grant agreements.

YES: Councilmember DeVore, Councilmember Hodges, Councilmember Phillips and

Councilmember Teelander. NO: None. ABSENT: 1. MOTION CARRIED.

- d. Public Hearing – BGR Investments LLC – Establish an Industrial Development District (P.A. 198 – 318 E. Main. As noted at the March 7, 2016 meeting, BGR Investments LLC located at 318 E. Main Street be designated as an Industrial Development District under Public Act 198. This would enable the business to secure a property tax abatement.

No public comments were received.

IT WAS MOVED BY PHILLIPS and seconded by HODGES that the City Council approve an Industrial Development District under Public Act 198 for purposes of property tax abatement at 318 East Main Street.

YES: Councilmember Hodges, Councilmember Phillips, Councilmember Teelander and

Councilmember DeVore. NO: None. ABSENT: 1. MOTION CARRIED.

- e. Amended Joint Fire and Emergency Services Agreement. The Lowell Area Fire and Emergency Services Board updated its agreement between the City, Lowell and Vergennes Townships. The amended agreement was approved by the Board at its February 8, 2016 meeting.

IT WAS MOVED BY HODGES and seconded by TEELANDER that the City Council approve the amended Joint Fire and Emergency Services Board agreement as proposed.

YES: Councilmember DeVore, Councilmember Hodges, Councilmember Phillips and

Councilmember Teelander. NO: None. ABSENT: 1. MOTION CARRIED.

- f. Park Use Agreements. The Parks and Recreation Commission reviewed and recommended approval at its March 15 meeting for parks usage agreements with the YMCA, Lowell Youth Football, Lowell Little League, Lowell Lacrosse and Backyard Dreams. These agreements all extend one year to March 31, 2017 and provide a tournament fee.

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS that the City Council approve the parks usage agreements with the YMCA, Lowell Youth Football, Lowell Little League, Lowell Lacrosse and Backyard Dreams.

YES: Councilmember Phillips, Councilmember Teelander, Councilmember DeVore and

Councilmember Hodges. NO: None. ABSENT: 1. MOTION CARRIED.

- g. Building Automated System for the Library and City Hall. As noted in Interim Public Works Director Ron Wood's memo, the heating and cooling systems for the Library and City Hall are outdated. The options 1 and 2 will cover a complete upgrade at a cost of \$39,251.

There was a general consensus among the councilmembers to add this item to the 2016-2017 budget, but not necessarily at this cost. Further quotes may be received for the updates needed.

- h. Establish date and times for Community Profile related to the City Manager search. With the Michigan Municipal League coordinating a search for the City Manager position, a community profile using City staff, Council and Community leaders needs to be provided as a recruitment tool. A date needs to be established:

April 5th City Council 7 – 9 p.m.

April 12th Staff 3 – 5 p.m.
 Community Leaders 7 – 9 p.m.

8. **MONTHLY REPORTS.**

No updates available at this time.

9. **BOARD/COMMISSIONS REPORTS.**

Councilmember Hodges attended the last Arbor Board meeting. He commented on the Comprehensive Tree Report that was given earlier in the night. He also stated that the Board will observe the tree for the next three months on North Lafayette Street due to a citizen concern.

Hodges added the LCTV Endowment Board reviewed many applications at their last board meeting and approved several for grants. He said there they will do a better job advertising for the next go-round, but asked that citizens try to remember that the cycle is always the same every year.

The Look Committee is accepting applications for their fund until 4:00 on April 29. The first review will be on Wednesday, May 11 and the final recommendations will be made on Wednesday, May 18 at 4:00 p.m.

At the last DDA meeting, the Downtown Development Plan was discussed as well as the South Monroe parking lot.

Councilmember Phillips stated that the Historic District Commission will be meeting tomorrow evening at 6:00.

Councilmember Teelander attended the Planning Commission meeting on March 14 and they discussed the overlay of the floodplain. Several citizens came in stating that they didn't receive any notification. Teelander and Jim Salzwedel took a walk through a local business to see how the floods affect their business and their building.

City Manager Dave Pasquale stated the Fire Authority is still in the process of hiring a new Chief.

10. **APPOINTMENTS TO COMMISSIONS AND BOARDS.**

- a. Citizen Appointments – Planning Commission

Marty Chambers was appointed to the board and his term will expire on June 30, 2017.

Bruce Barker was appointed to the board with a start date of June 13, 2016, due to residency requirements. His term will expire on June 30, 2018.

IT WAS MOVED BY HODGES and seconded by TEELANDER that the City Council approve the appointment of Marty Chambers and Bruce Barker to the Planning Commission.

YES: Councilmember DeVore, Councilmember Hodges, Councilmember Phillips and

Councilmember Teelander. NO: None. ABSENT: 1. MOTION CARRIED.

11. **MANAGER'S REPORT.**

- a. City Staff has been involved in terms of interviewing candidates for the Department of Public Works Director position. Pasquale hopes to have a name provided to the Council at the next meeting and possibly have the individual available for introduction.

He thanked Ron Woods for his efforts and said that he has been a blessing.

- b. The City is looking at a Mayor Exchange with the City of Portland probably sometime in the summer.

12. **COUNCIL COMMENTS.**

Councilmember Hodges stated Laugh Fest had an event at the Grand Volute last Saturday. He thanked those that had a hand in it and those who attended and came out to support the local community.

He also pointed out that this coming weekend there will be a pancake breakfast at the Fire House and the Lowell Expo will be going all day long.

He mentioned that Greg Pierce will be leaving Lowell Light & Power and thanked him for his service.

Councilmember Phillips thanked both Ron Woods and Greg Pierce and told them to enjoy retirement.

Councilmember Teelander thanked both Woods and Pierce as well. He asked Pierce if they were still doing the lightbulb exchange and he responded said yes. One can bring in 5 incandescent bulbs and get 5 LED bulbs in exchange.

Councilmember DeVore thanked both Woods and Pierce for all of the information they both gave him when he started on the Council. He thanked everyone for their patience and understanding as he had some last minute schedule changes over the last week due to a family member passing. He thanked everyone who came and gave presentations.

12. **ADJOURNMENT.**

IT WAS MOVED BY HODGES and seconded by TEELANDER to adjourn at 8:34 p.m.

DATE:

APPROVED:

Jeff Altoft, Mayor

Susan Ullery, City Clerk