

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

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

Absent: None.

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

2. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY HODGES and seconded by DEVORE to approve the agenda as written.

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

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

IT WAS MOVED BY DEVORE and seconded by TEELANDER to approve the regular minutes of the February 16, 2016 meeting as written.

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

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

Councilmember Hodges asked to discuss Attorney Henry's bills. There are two separate bills – one for \$6,300 and one for \$3,600, totaling \$9,900. He stated while she did provide some detail on the bills, a number of items were done before she was hired. He questioned whether or not the City should pay the invoice and why she was billing the City for services before she was hired under contract. He suggested Attorney Henry resubmit her bills to include more detail and to exclude any items that were entered prior to her being hired.

IT WAS MOVED BY HODGES and seconded by DEVORE to approve the accounts payable as presented, with the exception of the removal of Attorney Henry's invoice.

BILLS AND ACCOUNTS PAYABLE (3/7/2016)

General Fund	\$62,216.66
Major Street Fund	\$2,427.06
Local Street Fund	\$4,203.77
Downtown Development Fund	\$5,187.12
Designated Contributions	\$3,619.16
Airport Fund	\$4,122.16
Wastewater Fund	\$58,879.85
Water Fund	\$28,221.13
Data Processing Fund	\$4,002.04
Equipment Fund	\$3,584.94
Current Tax Collected	\$332,264.11

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

Citizens Perry Beachum, Jim Salzwedal and Maryalene Laponsie all spoke regarding various concerns.

6. **OLD BUSINESS.**

a. Strategic Goals Report.

This item was tabled.

b. Pending Council Project Report.

Nothing new to report. There should be information to present at the next council meeting.

c. Council Training and Information Schedule.

This item was tabled.

d. Strategic Plan Overview.

There should be information to present at the next council meeting.

7. **NEW BUSINESS.**

a. Michigan Municipal League – Executive Search Proposal.

Kathie Grinzinger from the Michigan Municipal League presented an executive search proposal for the City Council to consider. As noted in the proposal, the League would be involved from developing recruitment files, screening resumes, and the recruitment selection process. The cost is \$10,000.

In addition, the League is recommending a more involved process which facilitates involvement of community leaders. The cost is \$5,000.

It was moved by HODGES and seconded by DEVORE to approve a contract with the Michigan Municipal League for the City Manager search process at a cost of \$15,000.

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

b. Striking of Delinquent Taxes.

Each year City Treasurer Suzanne Olin reviews delinquent personal property taxes that cannot be collected and recommends that the council approve striking them from the rolls.

A memo was given to council that provided additional information on the request to strike \$118.72 from the personal property tax rolls.

It was moved by HODGES and seconded by DEVORE to approve striking \$118.72 from the personal property tax rolls due from Riverbend Salon.

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

c. Kent Intermediate School District – Summer Tax Collection - 2016.

As in previous years, the Kent Intermediate School District has requested that the City collect the 2016 summer property taxes for the district. The City collects the KISD property taxes at no fee in exchange for retaining earned interest while the monies are deposited into the city accounts.

IT WAS MOVED BY DEVORE and seconded by TEELANDER to approve the request from Kent ISD to collect the 2016 summer property taxes for the district at no fee in exchange for retaining earned interest while the monies are deposited in the city accounts.

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

d. Big Boiler Brewing, LLC – Establish Public Hearing for an Industrial Facilities Exemption Certificate (P.A. 198) (3/21).

Big Broiler Brewing, LLC has requested that the property located at 318 East Main Street be designated as an Industrial Development District under Public Act 198. This would enable the business to secure property tax abatement. A public hearing should be established for this purpose.

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS to establish a public hearing for March 21, 2016 to consider an Industrial Development District under Public Act 198 for purposes of property tax abatement at 318 East Main Street.

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

e. Election of Zoning Board of Appeals Chair.

The City Council acting as the Zoning Board of Appeals needs to elect a Chair for the conducting of their meetings.

IT WAS MOVED BY ALTOFT and seconded by DEVORE to elect Alan Teelander as Chair of the Zoning Board of Appeals.

YES: 5 NO: None. ABSENT: None. MOTION CARRIED.

f. ZBA – Public Hearing – Variance – 119, 121, 125 and 127 Monroe Street.

As noted in the February 29, 2016 memo prepared by Williams and Works, the City of Lowell is seeking a variance regarding the construction of a parking lot at South Monroe Street. As a special use within the Central Business District, no parking any closer than a minimum of 20 feet of the Monroe Street right-of-way is permitted. This would result in losing 8-10 parking spaces. Thus, a variance was requested.

The Planning Commission will consider the special use at its March 14 meeting.

IT WAS MOVED BY HODGES and seconded by PHILLIPS to approve the parking lot variance at 119,121,125 and 127 South Monroe. The Planning Commission will consider the special use at its March 14 meeting.

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

8. BOARD/COMMISSIONS REPORTS.

Councilmember Hodges stated that the Arbor Board will meet on March 14 at noon. The LCTV Endowment Board met on March 3 and a report with recommendations to the City Council will be at their next meeting on March 21. The LOOK Committee grant requests are due by 4:00 p.m. on April 29. The committee is scheduled to review those requests on May 11 at 4:00 p.m. at City Hall and final recommendations will be determined around May 18 at 4:00 p.m. Recommendations will come to the City Council at the June 6 meeting.

Councilmember Phillips met with the Historical District Commission and the Big Boiler Brewery was presented at this meeting. They are looking to apply for grants that include: Exterior changes to be made include doors, windows, painting, new roof and brick work. He is also working on State and other local grants for this project. There were a few other local minor replacements as well.

Councilmember Teelander discussed the last DDA Meeting. M-21 will be paved by the State via mill/grind. A presentation was given by Williams & Works regarding parking issues and parking possibilities. The Summer Concert Series was approved. There was also some discussion about the downtown clock – it sprung forward before it should have, and that is being taken care of.

Councilmember DeVore stated that the LARA Board meets Wednesday at 6:00 p.m.

Mayor Altoft attended the Fire Board meeting and they are moving ahead and taking applications to hire a new Fire Chief.

9. **APPOINTMENTS TO COMMISSIONS AND BOARDS.**

a. Citizen Appointments – Planning Commission

Mayor Altoft asked that they wait until the next meeting to discuss this to allow them more time to review the candidate resumes.

b. DDA Representative – Council/Interim City Manager

The City Manager normally fills this position until they are no longer a City Manager. Dave Pasquale was appointed to this position.

c. GVMC – Council/Interim City Manager

IT WAS MOVED BY DEVORE and seconded by TEELANDER to appoint Dave Pasquale to the Grand Valley Metro Council until he is finished serving as the Interim City Manager.

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

d. Building Authority – Council/Interim City Manager

Dave Pasquale was appointed to this position.

10. **MANAGER'S REPORT.**

1. A question was raised regarding whether or not the City had a Five Year Street Plan. A copy of what was approved by the City Council at its September 8, 2015 meeting is enclosed in your packet.
2. A question was raised regarding the City's Sidewalk Replacement and Enforcement Program. A copy of what was discussed at the May 26, 2015 worksession is enclosed in your packet.
3. As mentioned to you previously, the Michigan Municipal League will hold its Capital Conference in Lansing on Wednesday, March 23. This gives elected officials the opportunity to hear issues which affect municipalities. Are you interested in attending?
4. Several communities, including Portland have expressed an interest in a Mayor Exchange this summer. This gives elected and appointed officials a chance to interact with those of another community. Are you interested?

11. **COUNCIL COMMENTS.**

Councilmember Teelander thanked everyone for coming. Welcomed anyone to email him or get in touch with him if they'd like to talk. He also reminded everyone to set their clocks ahead this weekend.

Councilmember Phillips and DeVore had no further comments.

Mayor Altoft thanked everyone for coming.

Councilmember Hodges discussed the budgetary hit from firing Mr. Howe and feels it will have an effect on the streets and/or sidewalks. He's assuming the budget will have approximately \$60,000-\$70,000 less in it than originally planned.

12. **ADJOURNMENT.**

IT WAS MOVED BY HODGES and seconded by DEVORE to adjourn at 8:07 p.m.

DATE:

APPROVED:

Jeff Altoft, Mayor

Susan Ullery, City Clerk