

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, DECEMBER 4, 2017, 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 Mike DeVore and City Treasurer Suzanne Olin called roll.

Present: Councilmembers Greg Canfield, Marty Chambers, Jeff Phillips, Jim Salzwedel, and Mayor DeVore.

Also Present: City Manager Mike Burns, City Treasurer Sue Olin, Department of Public Works Rich LaBombard, Lowell Light and Power General Manager Steve Donkersloot, and Police Chief Steve Bukala.

2. **APPROVAL OF THE CONSENT AGENDA.**

- Approval of the Agenda.
- Approve and place on file the special meeting minutes of the November 13, 2017 City Council meeting.
- Approve and place on file the minutes of the November 20, 2017 Committee of the Whole meeting.
- Approve and place on file the regular minutes of the November 20, 2017 City Council meeting.
- Approve and place on file the minutes of the November 20, 2017 Zoning Board of Appeals meeting
- Approval of the 2018 City Council meeting dates.
- Authorize payment of invoices in the amount of \$58,726.44.

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

YES: Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips, and Councilmember Chambers.

NO: None. ABSENT: None. MOTION CARRIED.

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

There were no comments.

4. **OLD BUSINESS.**

There was no old business.

5. **NEW BUSINESS.**

- a. Audit Presentation.

Peter Haefner of Vredevelde Haefner gave the audit presentation and answered any questions the Council had in reference to the audit.

b. Resolution 32-17 – IFT Resolution Modifications.

City Manager Mike Burns explained that during the review with the State of Michigan Department of Treasury, the City did not add a legal description of the property affected or the terms that were approved on October 16, 2017. The modifications were made in Resolution 32-17 and it was recommended that the City Council approve Resolution 32-17 as presented.

IT WAS MOVED BY CANFIELD and seconded by CHAMBERS to approve Resolution 32-17 as presented.

YES: Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers, Councilmember Canfield, and Mayor DeVore.

NO: None. ABSENT: None. MOTION CARRIED.

c. Resolution 33-17 – Lowell Light and Power Board compensation for 2018.

Section 16.1 of Chapter 16 of the City Charter requires the City Council to set, each year, the compensation for the Boardmembers of the Board of Light and Power. In 2017, the compensation was set at \$35 per regular or special meeting with the maximum of 20 meetings that could be paid, which equates to a total annual amount not to exceed \$700.

General Manager Steve Donkersloot recommended that the City Council approve Resolution 33-17 for the 2018 calendar year.

IT WAS MOVED BY CHAMBERS and seconded by SALZWEDEL to approve Resolution 33-17 for the 2018 calendar year for compensation for the Boardmembers of Light and Power to be \$35 per regular or special meeting for a maximum of 20 meetings and a total annual amount not to exceed \$700.

YES: Councilmember Phillips, Councilmember Chambers, Councilmember Canfield, Mayor DeVore, and Councilmember Salzwedel.

NO: None. ABSENT: None. MOTION CARRIED.

d. Resolution 34-17 – J&K Showboat – Chris chamberlain Memorandum of Understanding.

The City has solicited a proposal from J&K Catering, also known as J&K Steamboat Line, Inc. to provide independent consulting services to the City for the purpose of constructing the new Lowell Showboat. Mr. Chris Chamberlain, President of J&K Catering, operates the family owned Princess Riverboats cruises. Michigan Princess in Lansing, the Grand Princess in Grand Ledge and the Detroit Princess in Detroit are all full service riverboats operating within Michigan by J&K Steamboat Line, Inc.

For his services, the City proposes to pay Mr. Chamberlain an hourly fee of \$80, not to exceed \$24,000 and the City will also reimburse his travel expenses, not to exceed \$5,000. A background check has been completed on Mr. Chamberlain and no adverse information was found.

Department of Public Works Rich LaBombard recommends that the City Council approve the Resolution to authorize the City Manager and City Attorney to develop a Memorandum of Understanding with the terms as presented to engage the services of J&K Catering, also known as J&K Steamboat Line, Inc. and authorize the Mayor and City Clerk to execute the approved Memorandum of Understanding for and on behalf of the City.

Mr. Chris Chamberlain spoke to the Council in reference to his experiences in boat construction, outfitting and maintenance; venue operation and marketing; commercial boat operation and extensive marine industry knowledge that will be beneficial to the City

IT WAS MOVED BY SALZWEDEL and seconded by CANFIELD to approve Resolution 34-17 to develop a Memorandum of Understanding with the terms as presented to engage the services of J&K Catering, also known as J&K Steamboat Line, Inc. and authorize the Mayor and City Clerk to execute the approved Memorandum of Understanding on behalf of the City.

YES: Councilmember Chambers, Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, and Councilmember Phillips.

NO: None. ABSENT: None. MOTION CARRIED.

e. LARA Trail Maintenance.

DPW Director Rich LaBombard advised the City has been working with Lowell Area Recreation Authority (LARA) to come to a better understanding of trail maintenance areas and activities within the City. While the City of Lowell, Lowell Township and Vergennes Township, are equal financial contributors to the funding contributions to LARA, the City accepted an additional financial and resource burden by performing routine snow removal activities on LARA owned trails.

It was recommended the City Council authorize the City Manager and City Attorney to develop a Memorandum of Understanding to formalize trail maintenance areas and activities within the City and further recommend the Mayor and City Clerk to execute the approved Memorandum of Understanding for and on behalf of the City.

IT WAS MOVED BY CHAMBERS and seconded by PHILLIPS to approve the development of a Memorandum of Understanding to formalize trail maintenance areas and activities within the city and further recommend the Mayor and City Clerk execute the approved Memorandum of Understanding for an on behalf of the City.

YES: Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips, and Councilmember Chambers,

NO: None. ABSENT: None. MOTION CARRIED.

f. Kent County Dispatch Agreement.

Chief Bukala advised the City received a renewal package from the Kent County Central Dispatch Authority earlier this month. This agreement has been in place since they joined the Kent County Dispatch back in 2009, which is now under the umbrella of the Kent County Central Dispatch Authority. This is only a renewal of the existing contract with no major changes. However, the attached agreement is confirming that the fire dispatch costs are part of the funds generated when the 911 millage passed in 2016 and we will not be billed for them.

Chief Bukala recommended that the City Council approve this renewal beginning January 1, 2018 with an expiration of December 31, 2020.

IT WAS MOVED BY PHILLIPS and seconded by SALZWEDEL to approve the renewal agreement with Kent County Central Dispatch beginning January 1, 2018 and expiring on December 31, 2020.

YES: Mayor DeVore, Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers, and Councilmember Canfield.

NO: None. ABSENT: None. MOTION CARRIED.

g. Wastewater Treatment Plan - Suez Additional Services Agreement – West Oxidation Ditch.

DPW Director Rich LaBombard advised Suez, the operator of the City's Wastewater Treatment Plant has presented to the City an Additional Service Agreement to rehabilitate the west oxidation ditch at the facility. This operation is similar to the rehabilitation performed last year on the east ditch by an independent contractor. Based on the rehabilitation process observed during last year's project, Suez proposed to complete the work as an additional service with Mark Mundt, Plant Manager, overseeing the project on the City's behalf. Suez will be the City on a time and material basis, which we believe will result in a cost savings to the City.

It is recommended the City Council accept the Suez Additional Service Agreement and authorize the Mayor and City Clerk to sign the agreement on behalf of the City.

IT WAS MOVED BY CANFIELD and seconded by CHAMBERS to approve the Suez Additional Services Agreement and authorize the Mayor and City Clerk to sign the agreement on behalf of the City.

YES: Councilmember Salzwedel, Councilmember Phillips, Councilmember Chambers, Councilmember Canfield, and Mayor DeVore.

NO: None. ABSENT: None. MOTION CARRIED.

6. **BOARD/COMMISSION REPORTS.**

Councilmember Canfield advised Parks and Rec met and they are working getting a new teeter totter at Stoney Lakeside Park to replace the one that became hazardous. Parks and Rec and the Kent County Youth Fair are working on a joint meeting to review their situation when they move out of the fairgrounds. The City did receive a grant for drinking fountains at Stoney Lakeside Park and Creekside Park. Parks and Rec Board will be submitting their five-year plan to the DNR, which allows them to apply for further grants.

Councilmember Chambers advised there was a joint Planning Commission meeting with Lowell Township and Vergennes Township. Vergennes Township will be getting a new town hall.

Councilmember Phillips advised the Historical District meeting was cancelled and the next one will be after the first of the year.

Councilmember Salzwedel advised he is not currently on any boards or commissions.

Mayor DeVore advised the DDA meeting has been cancelled and the next Fire Authority meeting will be held next week. DeVore also advised there will be no Arbor Board meeting this month as well.

7. **MANAGER'S REPORT.**

City Manager Burns reported on the following:

- Wishing everyone happy holidays and Merry Christmas since this is the last meeting of the year.
- The State Legislature possibly to consider possible pension and retiree health care for municipalities.
- Chief Bukala reported on data collected from the speed boards and speeding isn't the issue, it is the quantity of vehicles coming through the town. Bukala also mentioned they will be enforcing the no parking on the streets and vehicles will be ticketed.
- Public Work employees are getting ready for the snow.
- Review placement of cameras throughout City facilities. This will be brought back to Council for further review in January.
- Attended the Christmas parade. Many people attended.
- No second meeting this month.
- Lew Bender will be here on January 26, 2018.
- City offices will also be closed on Christmas day and the day after.

8. **APPOINTMENTS.**

Mayor DeVore advised he has talked with everyone currently serving and they would like to continue on their boards. Mike Sprenger resigned from the DDA board and Rick Seese has submitted his application to be on the board if there were no objections.

Light and Power board has an opening and an application was submitted by Dave VanKuelen, but he will not be a resident of Lowell for a year until February.

There was one application submitted by Colin Plank for the Planning Commission.

By general consensus, the appointments were approved.

9. **COUNCIL COMMENTS.**

Councilmember Canfield commented that the Christmas parade was great and it was nice to see so many people in the vibrant downtown area. He also wondered if there could be a joint township meeting with the Council in order for everyone to work together. Canfield also suggested another public hearing be established in January for further public input on Medical Marijuana prior to the Council taking action.

By general consensus, Council agreed to have a public hearing On January 16, 2018.

Councilmember Chambers encourage the public to come to Coffee with Council. He also noted the Christmas parade was good and many attended.

Councilmember Phillips thanked city departments and staff for all their hard work and dedication. Phillips also wished everyone Happy Holidays.

Councilmember Salzwedel wished everyone a Happy Holiday. He did not believe there would be a Coffee with the Council until next month.

Mayor DeVore wished everyone a Merry Christmas. He noted that both Tim Wittenbach of Vergennes Township and Jerry Hale of Lowell Township had been invited to attend the public hearing on medical marihuana but were unable to attend due to scheduling conflicts.

10. **ADJOURNMENT.**

IT WAS MOVED BY SALZWEDEL and seconded by CANFIELD to adjourn at 8:00 p.m.

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

DATE:

APPROVED:

Mike DeVore, Mayor

Susan Ullery, City Clerk