

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
WEDNESDAY, JULY 5, 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 Clerk Susan Ullery called roll.

Present: Councilmembers Greg Canfield, Jim Hodges, Jeff Phillips, Alan Teelander and Mayor DeVore.

Absent: None.

Also Present: City Manager Mike Burns, City Clerk Susan Ullery, City Treasurer Suzanne Olin, DPW Director Rich LaBombard, Acting Police Chief Christopher Hurst and Lowell Light and Power General Manager Steve Donkersloot.

2. **APPROVAL OF THE CONSENT AGENDA**

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

- Approval of the Agenda.
- Approve and place on file the regular and minutes of the June 19, 2017 City Council meeting.
- Authorize payment of invoices in the amount of \$119,391.42.

YES: Mayor DeVore, Councilmember Hodges, Councilmember Phillips, and Councilmember Teelander.

NO: None. ABSENT: None. Abstain: 1 (Canfield). MOTION CARRIED.

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

Jeff Dickerman of 429 High Street, cofounder of Forward Lowell expressed they are in favor of Chief Bukala and he should stay on as our Chief of Police.

4. **OLD BUSINESS.**

No old business.

5. **NEW BUSINESS.**

a. **Prein and Newhof – Reconfiguration of City Parking Lot on Broadway.**

Brian Vilmont of Prein and Newhof spoke about the reconfiguration of the City parking lot on Broadway. This reconfiguration will include sanitary sewer and water mains from Main Street to Bowes Road. Vilmont presented the Council with photographs of options for this reconfiguration for the City parking lot. Vilmont explained there have been talks with King Milling in reference to relieving some of the truck congestion on Main Street and King Milling employee's parking spaces.

By general consensus, the Council agreed to move forward with reconfiguration of the City parking lot on Broadway and possibly vacate the street.

b. Resolution 19-17 – Resolution and Agreement to apply to the Secretary of State for a Grant to Purchase a New Voting System from Dominion Voting, Inc..

City Clerk Susan Ullery explained it is necessary for Council approval for the City of Lowell to apply to the Secretary of State for a grant to purchase a new voting system from Dominion Voting, Inc., which includes precinct tabulators, Absent Voter Counting Board (AVCB) tabulators, accessible voting devices for use by individuals with disabilities, and related Election Management System (EMS) software. Full funding for the new voting system will be provided by the State and will include a combination of Federal Help America Vote Act and State appropriated funds.

IT WAS MOVED BY TEELANDER and seconded by CANFIELD to adopt Resolution 19-17, approving and authorizing City Clerk Susan Ullery to submit this grant application on behalf of the City of Lowell, Kent County.

YES: Mayor DeVore, Councilmember Hodges, Councilmember Phillips, Councilmember Teelander, and Councilmember Canfield. NO: None. ABSENT: 0. MOTION CARRIED.

c. Riverwalk Festival Street Closure Request.

The Lowell Area chamber of Commerce has requested to close Avery Street, west of Monroe Street, beginning on Thursday, July 6, 2017, at 6 a.m. through Saturday, July 8, 2017 ending at 9 p.m. for the purpose of food concessions; and to close Avery Street, east of Monroe to Jefferson Street and Washington Street, north of Main to the Lowell Area Schools parking lot, Saturday, July 8, 2017, beginning at 6 a.m. to 4 p.m. for the Riverwalk Cruise-In.

IT WAS MOVED BY HODGES and seconded by PHILLIPS to approve these street closures.

YES: Councilmember Hodges, Councilmember Phillips, Councilmember Teelander, Councilmember Canfield, and Mayor DeVore. NO: None. ABSENT: 0. MOTION CARRIED.

d. Preferred Vendor Policy.

During the audit review of procurement procedures, the auditors noticed an instance where the purchasing policy bid requirements were not followed for a purchase that exceeded the bid threshold of \$5,000.00. An explanation was provided by management that the purchase was from a preferred vendor. Attached was the Purchasing Policy under item “i”, which allows, in certain instances, the City to purchase from preferred vendors.

IT WAS MOVED BY HODGES and seconded by TEELANDER to approve the revised purchasing policy adding section “i” that allows a provision for preferred vendors.

YES: Councilmember Phillips, Councilmember Teelander, Councilmember Canfield, Mayor DeVore, and Councilmember Hodges. NO: None. ABSENT: 0. MOTION CARRIED.

6. BOARDS AND COMISSION REPORTS.

Councilmember Phillips stated the Historical District Commission does a great job. Phillips gave an update on the following; at 214 W. Main-window replacements on the second floor, 103 E. Main is doing some

painting, 198 and 212 W. Main are doing some painting on the condos, and 301 W. Main is doing some painting. Updates at 318 W. Main had new windows and 120 W. Main is doing some renovations. The next Historical District Commission meeting will be held on Tuesday, July 18 at 6:00 p.m.

Councilmember Hodges had no meetings.

Councilmember Canfield advised he was unable to attend the Parks and Recreation meeting, but advised they reviewed Chapter 8 of the 2017 Rec Plan and prioritized improvements park by park.

Councilmember Teelander had no meetings, but advised he would need someone to attend the Lowell Light and Power Board meeting for him.

Mayor Mike DeVore had no meetings, but mentioned that the Planning Commission meeting for this month has been cancelled.

7. **MANAGER'S REPORT.**

City Manager Burns reported on the following:

- Thanked Impact Church for their participation in “Love Week” this week. They did a number of projects throughout the City including the new playground at Stoney Lakeside Park. He toured all the projects and was very pleased with the work they did and thanked Bob Rogers for leading the efforts.
- City staff getting ready for Riverwalk Festival.
- The new phone system was installed two weeks ago. Minor issues are still being worked out but all in all, the system is working very well. We have not received any complaints and it was a good investment for the City.
- Monday, August 7th, there will be a Committee of the Whole meeting before the regular City Council meeting at 5:30 to discuss Medical Marijuana. There is an interested group that would like to make a presentation to possibly have a dispensary in the City. There will also be a representative here for Kent County Prosecutor’s office that will have equal amount of time presentation and conveying information to the Council.
- Gave an update on Chief Bukala. Burns will refrain from any disciplinary action until after his court case.

8. **APPOINTMENTS.**

Arbor Board

Vacancy – (Melissa Spino currently serving) 06/30/2017

Local Officers Compensation Commission

Vacancy – (Barb Vezino currently serving) 06/30/2017

By general consensus, the Council agreed to the appointments.

9. **COUNCIL COMMENTS.**

Councilmember Phillips thanked all City employees, departments and staff, stating they do a wonderful job. Phillips advised he attended the Amateur Radio Club on June 23rd and advised they are good group of guys.

Councilmember Hodges mentioned Impact Church and Bob Rogers and what a great job they did in the community during “Love Week”. Hodges also mentioned he was looking forward to the Riverwalk Festival and thanked Liz Baker for all she does.

Councilmember Canfield thanked Impact Church and was amazed at the amount of work they got done. Canfield also mentioned going to the Amateur Radio Club and found it was very interesting. Canfield also encouraged everyone to go to the Riverwalk Festival.

Councilmember Teelander advised his uncle was a member of the Amateur Radio Club and he really enjoyed being a part of it.

Mayor DeVore stated that Riverwalk is his favorite time of the year and he hopes to see everyone down there. DeVore also stated that he saw a lot of Impact Church people around town and they were working really hard.

10. **CLOSED SESSION - To discuss Labor Negotiations.**

IT WAS MOVED BY HODGES and seconded by TEELANDER to go into Closed Session to discuss Labor Negotiations at 7:32 p.m.

YES: Councilmember Teelander, Councilmember Canfield, Mayor DeVore, Councilmember Hodges, and Councilmember Phillips. NO: None. ABSENT: 0. MOTION CARRIED.

11. **RETURN TO OPEN SESSION.**

IT WAS MOVED BY CANFIELD and seconded by TEELANDER to return to Open Session at 8:20 p.m.

YES: Councilmember Canfield, Mayor DeVore, Councilmember Hodges, Councilmember Phillips, and Councilmember Teelander. NO: None. ABSENT: 0. MOTION CARRIED.

12. **ADJOURNMENT.**

IT WAS MOVED BY HODGES and seconded by PHILLIPS to adjourn at 8:21 p.m.

YES: 5. NO: NONE. ABSENT: 0. MOTION CARRIED.

DATE:

APPROVED:

Mike DeVore, Mayor

Susan Ullery, City Clerk