

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, JANUARY 2, 2018, 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 Councilmember Mike DeVore and City Clerk Susan Ullery called roll.

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

Also Present: City Manager Mike Burns, City Clerk Susan Ullery, and Police Chief Steve Bukala.

2. **ELECTION OF OFFICERS AND ORGANIZATION.**

a. Mayor

IT WAS MOVED BY PHILLIPS and seconded by CANFIELD to nominated Mike DeVore as Mayor.

Nominations were closed.

IT WAS MOVED BY CANFIELD and seconded by SALZWEDEL to elect Mike DeVore as Mayor.

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

NO: None. ABSENT: None. MOTION CARRIED.

At this time, the meeting was turned over to Mayor DeVore.

b. Mayor Pro Tem.

IT WAS MOVED BY CHAMBERS and seconded by DEVORE to nominate Greg Canfield as Mayor Pro Tem.

Nominations were closed.

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

NO: None. ABSENT: None. MOTION CARRIED.

c. Review and Adoption of the Council Rules of Procedure.

IT WAS MOVED BY CANFIELD and seconded by CHAMBERS to approve the Council Rules of Procedure as presented.

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

NO: None. ABSENT: None. MOTION CARRIED.

3. **APPROVAL OF THE CONSENT AGENDA.**

- Approval of the Agenda.
- Approve and place on file the regular minutes of the December 4, 2017 City Council meeting.
- Authorize payment of invoices in the amount of \$261,685.21.

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

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

NO: None. ABSENT: None. MOTION CARRIED.

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

There were no comments.

5. **OLD BUSINESS.**

There was no old business.

6. **NEW BUSINESS.**

a. **Annual Authorization of Signatures for City Bank Accounts and Designation of Depository Banks.**

Recommendation is for the City Council to approve the annual authorization of signatures for City Bank Accounts and designation of depository banks as proposed.

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to approve the Annual Authorization of Signatures for City Bank Accounts and Designation of Depository Banks.

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

NO: None. ABSENT: None. MOTION CARRIED

b. **Professional Services Agreement.**

It was requested that the City Council look at all contracts the City currently has to determine if any of them should be re-bid. Many are professional service agreements, which do not comply within the same parameters of our purchase policy. The City does not need to bid out if we are satisfied with the service provided. City Manager Mike Burns provided a spreadsheet of all agreements the City currently has and he is requesting that Council vote on a direction for this task if they wish to bid out services.

Mayor DeVore suggested taking some of the names off where the Council has no choice.

Councilmember Canfield suggested providing dollars spent last year on these contracts and review the top ten.

Councilmember Chambers asked what it would cost for the City to have its own building inspector.

By general consensus, the Council agreed to revise the list of contracts and agreements and return with costs for the top ten to review.

c. Service Credit Purchase for Michael Burns.

City Manager Mike Burns requested to purchase additional service credits from his previous service time towards his defined benefit pension that he is eligible to receive in the City of Lowell. MERS allows for an employee to purchase up to five years' time and can be generically for five years of full time work, transfer from one Act 8 MERS entity towards another and/or military service. Burns is requesting to purchase 3 years and 9 months of generic service credits.

Burns explained this is of no cost to the City as he is paying for this fully by rolling over his defined contribution account into the City pension plan.

IT WAS MOVED BY CHAMBERS and seconded by PHILLIPS to approve the Service Credit Purchase for Michael Burns, which will be signed by Mayor DeVore.

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

NO: None. ABSENT: None. MOTION CARRIED.

d. Resolution 01-18 – Performance Resolution for Governmental Agencies.

The Resolution that MDOT has on file for the city of Lowell is outdated. It was last signed on December 12, 2014. The attached resolution to the City Council for their adoption comes from MDOT. Once adopted and executed, this allows the City to apply for its annual permit, which is needed for road projects, tree plantings, banners, and parades. Due to the retirement of Dan DesJarden, Rich LaBombard's name was added as a liaison along with Sue Olin and Chief Bukala to act on behalf of the City.

IT WAS MOVED BY PHILLIPS and seconded by CHAMBERS to approve Resolution 01-18 as presented.

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

NO: None. ABSENT: None. MOTION CARRIED.

e. Street Asset Management Proposal.

The City requested a proposal for professional services from Williams and Works to complete the City's Street Asset Management Plan. The Street Asset Management Plan will be a tool for assisting the City with making decisions as it related to the operation, maintenance and funding of future street projects. The major components of the plan will include an inventory of the street assets, review of the City's financial plan and a written asset plan.

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to approve Williams and Works proposal to develop the City's Street Asset Management Plan at a cost not to exceed \$19,500.

YES: Councilmember Phillips, Councilmember Chambers, Councilmember Canfield, Mayor DeVore, and Councilmember Salzwedel,
NO: None. ABSENT: None. MOTION CARRIED.

Councilmember Phillips asked Dave Austin of Williams and Works about a bump in the new road on North Monroe Street, which is gradually getting bigger. Austin advised he would look into the situation.

f. Set Public Hearing for January 16th regarding Medical Marihuana.

By general consensus, the Council set a Public Hearing for January 16th for the discussion of Medical Marihuana.

7. **BOARD/COMMISSION REPORTS.**

Councilmember Phillips advised he attended the Lowell Cable TV Endowment Fund Board meeting and they reviewed the amounts available for the board, discussed the application process timeline and lessons learned from last year, reviewed grant applications and any necessary revisions, and scheduled future meetings. The deadline for submitting applications is February 9th at 5:00 p.m.

Councilmember Salzwedel advised he is currently not on any board or commissions, which is subject to change.

Councilmember Chambers advised he attended the Planning Commission meeting and Mark Batchelor asked to have an addition put on his building on Bowes Road.

Councilmember Canfield advised LARA received a grant from the State in the amount of \$580,000 from the DNR Trust Fund, in addition to the 1.5 million dollars from MDOT and the \$320,000 contribution from Fred Meijer for a total of \$2.4 million. This will go towards completing the trails north of Lowell and to the east to Saranac. The Parks and Recreation Committee met and they are completing their 5-year plan. Hopefully this will be approved at their next meeting and then brought to Council for a public hearing in February. An approved 5-year plan will help get funds and moving forward.

Mayor DeVore advised he attended the Fire Authority meeting and they were presented with a chart detailing all equipment, estimated replacements costs, and estimated time needed to be replaced. Also, the new brush truck arrived and it is getting outfitted with equipment needs. DeVore also mentioned the new procedures for the Fire Authority, noting he will be taking the minutes for the authority as well as a new accountant has been hired. This will relieve Treasurer Sue Olin from having that additional responsibility. DeVore mentioned that the Fire Authority meets again on January 8, 2018 and DDA meets on Thursday, January 4, 2018.

8. **MONTHLY REPORTS.**

There were no comments.

9. **MANAGER'S REPORT.**

City Manager Burns reported on the following:

- Wished everyone a Happy New Year.
- Test driving the new projector for technological needs. Budgeting for new machine next year.
- Changed to new server for email system and eventually will be going to the Cloud based system through Microsoft.
- Thanked the Public Works employees for removing the significant amount of snowfall during the holidays.
- Thanked the Police Department for their Cold Weather Warrior program. They were able to provide 35 students with winter coats and winter needs.
- Infrastructure information as to where the City is. The televising for the storm drain is completed and within the next couple of weeks, they will gather their data. They are putting their plan in place now for the smoke testing that they will be doing in spring for the storm water.
- The Water Asset Management Plan was recently submitted to the DEQ. Later this summer, there will be more detailed conversations of assessments as to where the City is and can move forward. Hopefully, the City can put together a plan and have it supported by the community and fix the issues we have.
- Committee of the Whole on January 16th at 5:30 p.m. to discuss revenue generating options to consider.
- Lew Bender will be here on January 26, 2018 at 5:30 p.m.
- Lowell Township water rates - will meet again in February for discussion.
- Theresa and Mark Mundt retiring – thanked them both for their service to the City. They will both be hard to replace. Also, thanked them for all their dedication outside the City as well.

10. **APPOINTMENTS.**

Mayor DeVore advised there is an opening on the Parks and Recreation Committee and two openings on the Planning Commission.

Mayor DeVore appointed Councilmember Salzwedel to the Lowell Cable TV Endowment Board. By general consensus, the Council agreed.

11. **COUNCIL COMMENTS.**

Councilmember Phillips thanked all employees for their hard work and dedication, but mentioned he had a soft spot for the DPW guys out plowing. He thanked DPW Director Rich LaBombard and the DPW employees. Phillips also thanked City Manager Mike Burns for all his passion and dedication he brought to this community. Phillips also congratulated Mark and Theresa Mundt on their retirement. He wished them well and thanked them for all they do for the community.

Councilmember Salzwedel thanked everyone for what they do.

Councilmember Chambers congratulated Mayor DeVore and Mayor Pro Tem Canfield. Chambers also congratulated Mark and Theresa Mundt on their retirement and advised he would have a part-time job for them if they wanted.

Councilmember Canfield thanked the DPW for all they do keeping the streets and sidewalks clean. Canfield noted he was looking forward to 2018 and thinks it is going to a good year for Lowell. It is a place everybody wants to be with our schools and development.

Mayor DeVore congratulated Mark and Theresa Mundt and stated he would continue to try to put a stop to it as best he can. DeVore also thanked the DPW employees, police department and the fire department for all they do. DeVore read a letter into record that he received from the Michigan Association of Municipal Clerks Association on behalf of City Clerk Susan Ullery. Ullery has obtained the prestigious certification through the Certified Michigan Municipal Clerks program. DeVore congratulated Ullery for this accomplishment and her well-deserved recognition.

12. **ADJOURNMENT.**

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to adjourn at 7:55 p.m.

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

DATE:

APPROVED:

Mike DeVore, Mayor

Susan Ullery, City Clerk