

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
TUESDAY, FEBRUARY 5, 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 Deputy Clerk Theresa Mundt called roll.

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

Absent: Councilmember Phillips.

Also Present: City Manager Michael Burns, DPW Director Rich LaBombard, Deputy City Clerk Theresa Mundt, and Police Chief Steve Bukala.

2. **EXCUSE ABSENCES.**

IT WAS MOVED BY SALZWEDEL and seconded by CANFIELD to excuse the absence of Councilmember Phillips.

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

NO: None. ABSENT: 1(Phillips). MOTION CARRIED.

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

- Approval of the Agenda.
- Approve and place on file the regular minutes of the January 16, 2018 City Council meeting.
- Authorize payment of invoices in the amount of \$369,112.12.

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

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

NO: None. ABSENT: 1(Phillips). MOTION CARRIED.

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

Dave Austin of Williams and Works spoke on behalf of the Lowell Recreation Authority and reminded everyone that there is a recreation plan for the Recreation Authority available for public review. It is available at City Hall, Vergennes Township, Lowell Township, the library and it is also available on line at lowellareatrailway.org. Austin went on to say they would like as much public input as possible.

5. **OLD BUSINESS.**

a. Profession Services Agreement and Contracts.

At the January 2, 2018 City Council meeting, City Manager Michael Burns presented a number of City Agreements as requested for the City Council to review. The Council asked for more detailed cost information for our consultants we work with regularly. Burns requested that the Council vote on a direction for this if they wish to bid out services.

Councilmember Canfield asked about Cascade Inspection Services. Burns explained this is very little cost to the City and added they provide the City with a portion of the fees that are collected. Burns noted their contract expires later this year.

Councilmember Chambers asked if Burns could provide a list of other companies who provide inspection services. Burns responded he could have a couple members of the staff as well as councilmembers review this and together provide a reputation.

By general consensus, the Council agreed to put a task force together for inspection services and bring it back to the next meeting.

b. Ordinance 18-01 and 18-02 –Zoning Ordinance Text Amendments – Tabled from previous meeting.

The City Council reviewed the attached zoning ordinance amendments providing updates to Chapter 22-Administration and Enforcement and draft language to regulate short-term rentals as a special land use in the City. Both amendments were recommended for approval by the Planning Commission at their January 8, 2018 meeting.

After review, there was a consensus by the Council to table the amendments in order to review a red lined copy of the previous ordinance showing the changes. Please note, there is no red lined copy for Ordinance 18-02, as this is entirely new language.

The recommendation is the City Council approve Ordinance 18-01 and 18-02.

Councilmember Canfield advised he came in this week to put up a wall in the basement and he was told he needed a site plan. Canfield commented that the wording needs to be changed for only outside work and no site plan is needed to put a wall up in a basement.

City Manager Burns advised he would talk to Andy Moore to clarify this and get back with the Council.

IT WAS MOVED BY CHAMBERS and seconded by CANFIELD to table Ordinance 18-01 and 18-02 and vote on them at the next Council meeting.

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

NO: None. ABSENT: 1(Phillips). MOTION CARRIED.

6. NEW BUSINESS.

a. Broadway Bid.

Director of Public Works Rich LaBombard stated that on February 1, 2018, bids were received for the S. Broadway Utility and Street Improvements Project.

While Montgomery Excavating of Ionia is the low bidder, the city is inclined to accept the second low bid from Kamminga and Roodvoets due to the quality of their work on the 2017 lift station project and their familiarity with the project overall. Prein and Newhof engineers support this recommendation as well.

The S. Broadway Utility and Street Improvement project will include utility replacement on Broadway Street from Main Street to Bowes with coordinating utility work on Ottawa Street. In addition, work will include the resurfacing of S. Broadway, Bowes and Ottawa Streets with select curb and gutter replacement, limited sidewalk replacement and S. Broadway parking lot improvements. The contractor anticipates an early March start—weather dependent.

The recommendation is for the City Council to accept Kamminga & Roodvoets' bid of \$1,269,000.00 for the S. Broadway Utility and Street Improvement Project.

Brian Vilmont of Prein and Newhof spoke in reference to accepting Kamminga & Roodvoets bid even though it was not the low bid.

IT WAS MOVED BY CHAMBERS and seconded by CANFIELD to accept Kamminga and Roodvoets bid of \$1,269,000.00 for the S. Broadway Utility and Street Improvement Project.

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

NO: None. ABSENT: 1(Phillips). MOTION CARRIED.

b. Parks and Recreation – Five Year Plan.

Over the past year, the Parks and Recreation Board have been engaged in updating the City's Recreation Master Plan, which describes pertinent features, recreation facilities, policies and desired implementation to improve recreational offerings in the community for the period between 2018 through 2022.

Updating the Recreation Master Plan involved surveying the community, visiting each park and reviewing the recreation amenities, discussing community needs, developing a draft plan and made the plan available for a 30-day public review period. In addition, the Parks and Recreation Board approved a recommendation to adopt the plan at the January 2018 meeting.

The council packet contains a copy of the draft Recreation Master Plan and a public notice will be published in the Lowell Ledger seven days prior to the February 20, 2018 City Council meeting. The public notice will announce a planned public hearing that will be held that evening for the final step of the process to recommend adoption of a resolution approving the Recreation Master Plan for 2018 through 2022.

No Council action needed at this time.

c. Lowell Historical Museum Presentation.

Executive Director of the Lowell Historical Museum Lisa Plank gave a presentation and submitted pictures as to new activities they have been implementing at the museum during the year.

d. Windquest – Alex Wilson.

The City Airport is working with Alex Wilson, a 16 year old junior at Lowell High School on an interesting initiative. Boeing Airlines is sponsoring a contest to develop personalized aircraft. Alex has partnered with some influential people to pursuing this matter in the Lowell Airport.

Alex Wilson then spoke in reference to his experience and how they are looking to get more people involved. Alex stated that they decided to take on partners and they are starting to develop a team of high level, highly motivated researchers and developers who are basically going to create the next generation of flying technology in this area.

e. Sidewalk Ordinance.

City Manager Mike Burns stated he would like to engage the City Council on the discussion of sidewalk management in the City. With the recent LCTV grant modification approved, city administration recognized that our ordinance currently is not being enforced. This matter was addressed prior to the arrival of Rich LaBombard and Mike Burns. There has been a disagreement about enforcing the ordinance as it pertains to sales of homes in the City.

Administration would like to know the direction the Council would like to take with our current ordinance. One thing to remember is we put the onus of sidewalk replacement on the property owner in the ordinance.

Chief of Police Steve Bukala gave a brief description of the rating on the sidewalks and the replacement decisions.

There was further discussion on sidewalks and the need for enforcement.

There was a consensus of the Council for administration is to come up with a plan to bring back to the Council for sidewalk replacement.

f. MDOT Traffic Study – Resolution 05-18.

Chief Bukala stated that a few weeks ago, he, the City Manager, and Public Works Director met with members from the Michigan Department of Transportation (MDOT) to discuss the Main Street crosswalk as well as a speed study that MDOT would like to conduct.

The last traffic study by MDOT on Main Street was conducted in 1989 and the City is long overdue for a traffic study. MDOT is requesting a Council Resolution to conduct a speed/traffic study on Main Street with Council's approval.

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to approve and pass Resolution 05-18 to conduct a traffic study on Main Street.

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

NO: None. ABSENT: 1(Phillips). MOTION CARRIED.

g. LOOK Fund – Designation to GR Foundation.

City Manager Burns advised that at the November 8, 2017 Look Community Foundation meeting, the board reviewed their investment strategy. They have diversified accounts, however, not necessarily a long term strategy. It was discussed to place approximately \$300,000 of their funds into an account with the Grand Rapids Community Foundation. This was done to have a well invested strategy for this fund and allow for an endowment to be carried on. They were also in the accounts we have currently.

Burns advised that he was able to research this in greater detail and it is correct that once we transfer those funds, we can never get the amount back in full on a single request. The funds would be endowed. He also learned that we would not need board action from GRCF regarding actions made by the Look Foundation Board. Once this was learned, he was satisfied with the recommendations of the Look Foundation Board.

IT WAS MOVED BY CANFIELD and seconded by CHAMBERS to approve the recommendation of the Look Community Foundation Board and allow for the \$300,000 transfer of investment funds to the Grand Rapids Community Foundation.

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

NO: None. ABSENT: 1(Phillips). MOTION CARRIED.

h. Approval of the FY19 Budget Calendar.

City Manager Burns advised they are beginning to prepare for the upcoming Fiscal Year 2019 Budget. As City Manager, his responsibility in the City Charter is to provide the Council with a balanced budget and he will ensure this by the third Monday in April as the City Charter requires him to.

Burns provided a schedule of dates the Council should be made aware of as it pertains to the Fiscal Year 2019 Budget.

The City Council can make any changes as they see fit. The City Manager will look into any budgetary items they wish for him to consider.

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to approve the budget schedule as presented.

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

NO: None. ABSENT: 1(Phillips). MOTION CARRIED.

7. **BOARD/COMMISSION REPORTS.**

Councilmember Salzwedel commented the LCTV Board will have the applications on February 16, 2018 to view and they will meet on February 28, 2018 to see where it goes.

Councilmember Canfield advised that both the Lowell Area Recreation Authority and Parks and Recreation Commission have their plans ready for review and they are looking for public input, which would also allow them to get grants for the trails and things. Canfield went on to state that these plans are available at City Hall, the library and at both Townships.

Councilmember Chambers advised that Lowell Light and Power will meet on Thursday, February 8, 2018 and the Planning Commission will meet on Monday, February 12, 2018.

Mayor DeVore advised the next Fire Authority meeting will be on Monday, February 12, 2018.

8. **MANAGER'S REPORT.**

City Manager Mike Burns reported on the following:

- PFAS Testing for the water supply.
- Met with members from MDOT in reference to a crosswalk to allow pedestrians to cross at the Showboat. In regards to a left-hand turn lane, MDOT did not believe there was enough traffic, but they were open to consideration.
- Lew Bender will be here on March 7, 2018 at the Fire Station.
- Rich LaBombard spoke in reference to Bowes Road being closed for a few days.
- Dan Burden will be here to conduct a walkability study on May 15, 2018.
- Thanked the Council and Rich LaBombard for taking over for him while he was gone.
- Promotion of Department of Public Works Director Rich LaBombard to Assistant City Manager.
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9. **APPOINTMENTS.**

Kelly Breimayer was appointed to the City Planning Commission, but cannot start until May when she has resided in the City limits for one year.

Anthony Ellis was also appointed to the City Planning Commission starting at the February 12th meeting.

10. **COUNCIL COMMENTS.**

Councilmember Salzwedel had no comments.

Councilmember Canfield had no comments.

Councilmember Chambers had no comments.

Mayor DeVore had no comments.

11. **ADJOURNMENT.**

IT WAS MOVED BY SALZWEDEL and seconded by CANFIELD to adjourn at 8:20 p.m.

YES: 4. NO: NONE. ABSENT: 1(Phillips). MOTION CARRIED.

DATE:

APPROVED:

Mike DeVore, Mayor

Susan Ullery, City Clerk