

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, NOVEMBER 19, 2012, 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 Hodges and City Clerk Morlock called the roll.

Present: Councilmembers Sharon Ellison, Jim Hall, Andrew Schrauben, Jim Valentine and Mayor Jim Hodges.

Absent: None.

Also Present: City Manager Mark Howe, City Clerk Betty Morlock and Police Chief Barry Getzen.

2. **APPROVAL OF THE AGENDA**

IT WAS MOVED BY ELLISON and supported by HALL to approve the agenda as presented.

YEA: 5. NAY: 0. ABSENT: 0. MOTION CARRIED.

3. **APPROVAL OF MINUTES OF PREVIOUS MEETING(S)**

A. November 5, 2012 – Regular Meeting

IT WAS MOVED BY HALL and supported by SCHRAUBEN to approve the regular minutes of the November 5, 2012 meeting as written.

YEA: 5. NAY: 0. ABSENT: 0. MOTION CARRIED.

B. November 5, 2012 – Closed Session Meeting

IT WAS MOVED BY HALL and supported by ELLISON to approve the closed session minutes of the November 5, 2012 meeting as written.

YEA: 5. NAY: 0. ABSENT: 0. MOTION CARRIED.

4. **APPROVAL OF ACCOUNTS PAYABLE**

IT WAS MOVED BY ELLISON and supported by SCHRAUBEN that the bills and accounts payables be allowed and the warrants issued.

YEA: Councilmembers Ellison, Hall, Schrauben, Valentine and Mayor Hodges.

NAY: 0. ABSENT: 0. MOTION CARRIED.

BILLS AND ACCOUNTS PAYABLE (11/19/12)

GENERAL FUND	\$38,985.39
MAJOR STREET FUND	26,837.94
HISTORIC DISTRICT FUND	1,075.00
DDA FUND	139,932.53
GENERAL DEBT SER	85,028.13
RIVERFRONT DEVEL	705.81
AIRPORT FUND	248.49
WASTEWATER FUND	47,207.06
WATER FUND	13,592.49
CABLE TV FUND	735.00
DATA PROCESSING	3,199.90
EQUIPMENT FUND	1,006.48
CURRENT TAX COLL	32,762.27

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

Ellen Mork introduced herself as the new writer for the Lowell Ledger.

6. **OLD BUSINESS**

A. **PENDING COUNCIL PROJECTS REPORT**

City Manager gave the following updates:

Streets, Sidewalks Plan – Staff has developed a tentative project schedule which includes having standard specifications and deficiency criteria developed by the end of November. DPW Director DesJarden has drafted these items and we will be reviewing them between now and your next meeting.

Wastewater Treatment Update – No further update.

East Riverbank Renovations – The Committee met with the landscape architect and developed conceptual plans for the project. She will submit draft drawings to us which we plan to finalize at a meeting on November 28.

7. **NEW BUSINESS**

A. **FEE SCHEDULE UPDATES**

During the Leadership Team's recent workshop we reviewed city ordinances and identified several fees that have not been established by the council or need to be updated. Chief Getzen provided a list of fees with recommendations.

	<u>Current</u>	<u>Proposed</u>
Animal Control		
Domesticated Animal Impound Fee (5-33)	\$25.00	\$25.00
Boarding after Impoundment	Actual Cost	Actual Cost
Trades, exhibitions or demonstrations (14-58)		
City Venue/Day	\$ -	\$150.00
Auctioneer Application (6-22)	\$ -	\$25.00
Annual Permit Fee	\$ -	\$50.00
Parks & Recreation		
City Athletic Field Exclusive Use Per Field/Day	\$ -	\$150.00
Extended or recurrent use	\$ -	negotiated contract with City Manager
Public Safety		
On Street Parking Permit (21-67)	\$ -	\$25.00
Administrative fee for abatement of nuisances, Noxious shrubs, weeds and grass (23-51)	\$ -	\$50.00 billed if remedial action required
Vehicles for Hire		
Application Fee (24-46)	\$ -	\$25.00
Annual License Fee (24-46)	\$ -	\$150.00

IT WAS MOVED BY ELLISON and supported by HALL to adopt an addendum to the fee schedule as presented.

YEA: 5. NAY: 0. ABSENT: 0. MOTION CARRIED.

B. PURCHASING ORDINANCE AND POLICY

During the last meeting, Howe presented changes to the city ordinances on purchasing and bidding that would update the current procedures. The ordinance itself has not been updated in more than 20 years. Presented to Council was an ordinance amendment and a resolution to adopt the updated purchasing and bidding policy.

IT WAS MOVED BY SCHRAUBEN and supported by VALENTINE to adopt the Ordinance to Amend Sections 2-71 and 2-72 to provide for the development and approval of a purchasing and bidding policy.

YEA: Councilmembers Ellison, Hall, Schrauben, Valentine and Mayor Hodges.

NAY: 0. ABSENT: 0. MOTION CARRIED.

IT WAS MOVED BY ELLISON and supported by HALL to adopt the Resolution to Approve the Purchasing and Bidding Policy.

YEA: Councilmembers Ellison, Hall, Schrauben, Valentine and Mayor Hodges.

NAY: 0. ABSENT: 0. MOTION CARRIED.

C. **SOLID WASTE MANAGEMENT PLAN UPDATE – DISCUSSION ONLY**

A revised update of the Kent County Solid Waste Management Plan was received. The update will require approval from local municipalities in order for it to become effective. It is on the agenda for information only and to provide local citizens with notice that we are being asked to approve the amendment. Howe will be contacting Kent County Department of Public Works for additional discussion and will make a recommendation at a future council meeting.

D. **DOWNTOWN ENVIRONMENTAL SCAN**

Bruce Johnston of Revitalize, LLC, the contractor who is working with us on the rental rehab program, has assisted in securing a proposal from an environmental consultant to perform a limited site assessment on the city's downtown area. The goal will be to identify potential environmental concerns that could help the city secure future funding to provide full environmental assessments and potential clean-up of brownfield sites.

IT WAS MOVED BY ELLISON and supported by VALENTINE to approve an agreement with Triterra Environmental Consultants at a fee of \$500.00 to provide DREAM Database and \$1,000.00 for limited environmental site assessment if 25% of the city's downtown building owners are interested.

YEA: 5. NAY: 0. ABSENT: 0. MOTION CARRIED.

8. **MONTHLY REPORTS**

City Manager Howe updated the Council on the various departments of the City.

9. **COUNCIL COMMENTS**

Councilmember Hall noted the Hometown Newspaper Survey that was in the Lowell Ledger was very interesting. Hall also noted the excavating in the Valley Vista housing area was Consumers Power, nothing to do with the City.

Councilmember Schrauben stated the Airport Board met and discussed hangar rental fees and Parks and Recreation Commission meets tomorrow, Tuesday, November 20 the Lowell Area Recreation Authority discussed signage for the trails and placed some benches. Schrauben also acknowledged Kevin Nugent on

receiving national recognition for his outstanding efforts in educating the nonfarming community about agriculture.

Councilmember Valentine stated the Fire Authority meeting will be next month and wished everyone a Happy Thanksgiving.

Councilmember Ellison stated the Arbor Board met and discussed the Biggest Tree Contest, possibility of replacing the Christmas tree and the sad condition of the tree in front of the Englehardt Public Library. The Downtown Development Authority discussed the Riverwalk, Christmas activities and the Christmas through Lowell.

Mayor Hodges stated City Manager Howe attended the Lowell Light and Power meeting on his behalf, and the Look Memorial Fund committee will meet on Wednesday, November 28 at 3 p.m. Christmas through Lowell was a great success and the Santa Parade will be on Saturday, December 1 at 6 p.m.

Hodges thanked City Clerk Morlock, Deputy Clerk Ullery and the election workers on all their hard work on conducting the election process in an efficient manner with minimal wait times for citizens of the city of Lowell.

Hodges also thanked City Manager Howe, Lowell Charter Township Supervisor Jerry Hale and Vergennes Township Supervisor Tim Wittenbach for their work with the Greater Lowell Community Vision. He also commended Howe on his great leadership with this project.

10. **MANAGER'S REPORT.**

1. A letter was received from Cascade Township stating that Butch Visser, our Building Official, will be retiring as of January 2, 2013. He was instrumental in assisting us to make the transition from IMS to Cascade Township to provide building inspection services for the City of Lowell. While he will certainly be missed, Brian Wilson has been selected by the township to serve as the new head of the department after having served under Mr. Visser for several years. Howe is confident that this will be a smooth transition. The City also wishes Butch Visser the best in retirement.
2. The Community Vision Steering Committee met this week and will be meeting again in early December to begin an implementation plan.
3. There will be town hall meeting on November 27 at 7 p.m. in the council chambers to present the Rental Rehabilitation Program and answer questions from anyone who is interested. Letters have been sent to all downtown business owners as well as members of the council, planning commission, historic district commission and downtown development authority. Howe also personally invited others who he felt would benefit from the information. Members of the public were also invited to attend.
4. Just a reminder that I keep open office hours from 1:30 p.m. to 3 p.m. every Tuesday. Typically I set this time aside to work on planning and zoning issues, however, any member of the public is invited to stop by to talk about any city issue.
5. Howe informed the Council that two grants have been written to the Look Memorial Fund Committee, one to upgrade the heating and cooling system and one for carpet replacement at City Hall.

11. **APPOINTMENTS.**

No appointments were made.

11. **CLOSED SESSION**

A. Union Negotiations

IT WAS MOVED BY ELLISON and supported by HALL to move to closed session at 7:59 p.m. as allowed under the Open Meeting Act MCL 15.268 (c) to discuss union negotiations.

YEA: Councilmembers Ellison, Hall, Schrauben, Valentine and Mayor Hodges.

NAY: 0. ABSENT: 0. MOTION CARRIED.

Council returned to open session at 8:56 p.m.

IT WAS MOVED BY ELLISON to adjourn at 8:57 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Betty R. Morlock, City Clerk