

PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL

For the Regular Meeting of MONDAY, DECEMBER 20, 2010.

The Meeting was called to order at 7:30 p.m. by Mayor Jim Hodges and City Clerk Betty Morlock called the roll.

Present: Councilmembers Jeff Altoft, Maryalene LaPonsie, Mayor Pro Tem Sharon Ellison and Mayor Jim Hodges.

Absent: Councilmember Schrauben.

Also Present: City Manager David Pasquale, City Clerk Betty Morlock, DPW Director Dan DesJarden, Police Chief James Hinton and Light and Power Boardmember, Planning Commissioner and Parks and Recreation Commissioner Jim Hall.

IT WAS MOVED BY LAPONSIE and seconded by ELLISON to excuse the absence of Councilmember Schrauben.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #1. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY ELLISON and supported by LAPONSIE to approve the agenda as written.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #2. **APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 6, 2010.**

IT WAS MOVED BY ELLISON and supported by LAPONSIE to approve the regular meeting minutes of DECEMBER 6, 2010 as corrected.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #3. **APPROVAL OF THE ACCOUNTS PAYABLES.**

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

YEA: Councilmembers Altoft, LaPonsie, Mayor Pro Tem Ellison and Mayor Hodges.

NAY: None. ABSENT: Councilmember Schrauben. MOTION CARRIED.

<u>BILLS AND ACCOUNTS PAYABLE (12/20/10)</u>	
GENERAL FUND	\$12,069.05
DDA FUND	1,265.16
WASTEWATER FUND	42,338.32
WATER FUND	7,256.99
DATA PROCESSING FUND	383.99
EQUIPMENT FUND	1,124.16
CURRENT TAX FUND	18,332.69

Item #4. **CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.** No comments were received.

Item #5. **OLD BUSINESS.**

- a) Streets, sidewalks plan – work session scheduled for Monday, January 31.
- b) Wastewater Treatment update – To schedule door to door survey to determine where sump pumps are.
- c) Amphitheater renovations – Recreation Master Plan update completed and sent to State to qualify for grants, met with LAS Superintendent Greg Pratt discussing City acquisition of entire amphitheater side, a survey is being prepared, DDA meeting on January 13 and charette design all day session also on January 13.
- d) Website upgrade – proposals from firms are being received.
- e) Consumers Energy – sidewalk report – under review.

Item #6. **SET CITY MANAGER RECRUITMENT SCHEDULE; ADVERTISEMENT.** Facilitator Bill Baldrige of the Michigan Municipal League provided three options for scheduling City Manager recruitment. So far, Mayor Hodges' and Mayor Pro Tem Ellison preference is Option #2, #3 and #1 as noted in Baldrige's attachment. Councilmember Schrauben provided Options #1, #2 and #3.

	Option 1	Option 2	Option 3
ICMA Newsletter Deadline	02/22/11	03/08/11	03/22/11
Publication	02/28/11	03/14/11	03/28/ 11
Application Deadline	03/28/11	04/14/11	04/28/11
Short List to Council	04/07/11	04/21/11	05/06/11
Select Interviewees	04/11/11	04/25/11	05/09/11
Interviews	04/16/11	04/30/11	05/14/11

By general consensus, the Council agreed upon Option #2.

Item #7. **STREET IMPROVEMENT PROJECT SELECTION; FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT ALLOCATIONS – SET PUBLIC HEARING DATE (1/3).** In reviewing possible street improvements projects, DPW Director Dan DesJarden and City Manager Pasquale have considered upgrades to either North Center Street from West Main Street to north of Heffron at Laurels of Kent or Sibley from Valley Vista Drive to west of Ridgeview.

In examining the project options, Dave Austin of Williams & Works provided cost estimates. North Center Street, which involves cold milling, grading and resurfacing will cost \$241,000 including engineering. Width of street needs to be determined.

Sibley improvements are similar in nature to North Center replacing road base and asphalt while keeping the existing curbs. The cost is estimated to be \$194,000.

Financing. There were several components to financing street projects. These would be:

- Federal Community Development Block Grant – current proceeds \$79,650.80 with \$6,000 deducted for North Kent Transit leaving \$73,650.80.
- Local Street Construction Project Account \$100,000 (FY 11-12)  
 Current balance in Local Street Construction Account \$6,886.13
- Reallocate \$18,684.32 from the Local Street Construction Project Account to the Downtown Development Authority for the work on South West and South Pleasant Streets within the DDA district. Authority action is required.
- For North Center, the DDA (in the district) share is \$36,501.33.  
 The water main project on Heffron and Center would contribute \$40,000 for street restoration. The \$220,000 for the water main would be contributed from the Water Fund.

Thus, the finance scenarios were the following:

North Center Street –

• Community Development Block Grant	\$73,650.80
• Local Street Construction Project Account (FY 11-12)	83,961.74
• Remaining Local Street Construction Project Account (FY10-11)	6,886.13
• Water main contribution for street restoration	40,000.00
• DDA contribution	<u>36,501.33</u>
	\$241,000.00
• Water main project (Water Fund)	\$220,000.00

Sibley Street –

• Community Development Block Grant	\$73,650.80
• Local Street Construction Project Account (FY 11-12)	94,778.75
• Remaining Local Street Construction Project Account (FY 10-11)	6,886.13
• DDA reallocation (from S. West and S. Pleasant projects)	<u>18,684.32</u>
	\$194,000.00

In both scenarios, approximately \$15,000 will be projected for street maintenance.

The following actions are requested:

- Choose a street project.
- Set a public hearing date for January 3, 2011 for Community Development Block Grant funding (streets and North Kent Transit).

Dave Austin noted if the City proceeds with the improvements on Sibley Street, there will be approximately \$15,000 in temporary patch work which would have to be spent on North Center Street. If the Council chooses North Center Street, the Council needs to decide if the pavement in the area should be fixed as is or narrow the street. In the long run, narrowing would require less maintenance. The curb on the west side would be moved inward.

Mayor Pro Tem Ellison asked if any comments have been received from residents living on the street. Pasquale explained a decision does not need to be made regarding the width at this time. If the intent is to pursue North Center Street, the City can gain input from the residents to find out if there happens to be a problem.

Austin referred to the 4 inch water main. The component would be along Heffron. The water main would be replaced on Heffron and then on Center Street from Heffron to Main. This is only a portion of a much larger water main that is necessary.

Councilmember LaPonsie preferred to do North Center Street because of the water main. Ellison agreed.

IT WAS MOVED BY ELLISON and seconded by ALTOFT to set a public hearing for January 3, 2011 for Community Development Block Grant funding (North Center Street and North Kent Transit).

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #8. **APPROVAL OF 2011 CITY COUNCIL MEETING DATES.** The schedule of meetings were reviewed.

IT WAS MOVED BY LAPONSIE and seconded by ALTOFT to adopt the 2011 City Council meeting dates as submitted.

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #9. **LITEHOUSE, INC. (1400 FOREMAN) – APPLICATION FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE UNDER PUBLIC ACT 198 – ESTABLISH PUBLIC HEARING DATED (1/3).**

Litehouse received approval to construct a 43,000 square foot addition to its facility on Foreman. Litehouse, according to the tax abatement application submitted, will retain 161 positions while adding 25 within two years.

The cost of the building and land is \$3,882,317 and the cost of the machinery and equipment would be \$1,044,000 totalling \$4,926,317. Under the current City policy, this qualifies for 12 years of 50% tax abatement under Public Act 198 which Litehouse seeks under the enclosed application.

A public hearing was recommended for the January 3, 2011 meeting.

IT WAS MOVED BY ELLISON and seconded by LAPONSIE to set a public hearing for January 3, 2011 regarding the application for an Industrial Facilities Exemption Certificate Under Public Act 198 for Litehouse, Inc. (1400 Foreman).

YEA: 4. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #10. **MONTHLY REPORTS**. No comments were received.

Item #11. **COUNCIL REPORTS AND COMMENTS**. Councilmember LaPonsie noted the Fire and Emergency Board met a week ago. The townships are paid up and bills for the next quarter are going out.

Councilmember Altoft noted the Board of Review met. One portion of the City's tax bills were being assessed wrong and needs to be redone.

Also, he discovered the Schools' video club which runs the public access channel has the ability to tape a meeting with a one minute delay and air it the same night on the local TV channel. They also have the capacity to put it on the Internet for viewing. He wanted to consider every meeting being video taped.

Mayor Pro Tem Ellison reminded residents to stay local when Christmas shopping.

Mayor Hodges commented on the employee handbook from Lowell Light and Power. This was a big undertaking. It was passed by the board.

Mary Sawka of Lowell Light and Power will be retiring the end of January.

The Chamber of Commerce had a terrific Christmas parade. He also encouraged residents to shop local.

Also, one year ago, Mayor Shores served her last meeting on Council. What a year it was been as we have lost a number of wonderful people within this community. In many ways, 2010 has been a bitter sweet year.

Hodges wished everyone a Merry Christmas and the best for 2011.

Item #12. **CITY MANAGER'S REPORT**. City Manager Pasquale reported on the following:

1. The following boards and commissions meetings minutes were provided:
  - Chamber of Commerce meeting of November 9, 2010
2. The City offices will be closed on Friday, December 24 and Monday, December 27, 2010 for the Christmas holiday and Friday, December 31, 2010 for New Year's Day. The Council will meet on Monday, January 3, 2011

Item #13. **APPOINTMENTS**. The following boards or commissioners positions need appointment or reappointment.

Downtown Historic District Commission		
Robert Reagan	reappointment	01/01/2014
Greg Canfield	reappointment	01/01/2014
Airport Board		
Jim Sowle	reappointment	01/01/2014
Tom Grimm	reappointment	01/01/2014

Parks and Recreation Commission  
Jim Hall

reappointment 01/01/2014

Downtown Development Authority

Mike Sprenger

reappointment 01/01/2015

Mike Larkin

reappointment 01/01/2015

Construction Board of Appeals

Dan DesJarden

reappointment 01/01/2013

Ray Zandstra

reappointment 01/01/2013

Greg Canfield

reappointment 01/01/2013

By general consensus, the Council approved the above appointments.

IT WAS MOVED BY ELLISON to adjourn at 7:58 p.m.

DATE:

APPROVED:

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James W. Hodges, Mayor

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Betty R. Morlock, City Clerk