

To: Mayor Hodges and the Members of the City Council

From: David M. Pasquale

SUBJECT: Agenda for Monday, June 6, 2011 Meeting

1. Call to order, pledge of allegiance, roll call.
2. Approval of the Agenda.
3. Approval of the regular minutes of the May 16, 2011 meeting.
4. Approval of the Accounts Payable
5. Citizens comments for items not on the agenda.
6. Old Business
 - a. Streets, sidewalks plan. The Council adopted the sidewalks improvements ordinance upon sale of property at the May 2 meeting. The Council also lifted the moratorium requirement sidewalk improvements at their March 21 meeting.
 - b. Wastewater Treatment update – To schedule door to door surveys to determine where sump pumps are located, certified mail has been sent to a list of residents who the City knows are pumping ground water. Ads in the Ledger, Buyers Guide, Cable TV and City web site will be provided. Four residential meters to monitor flow have been established. A full report will be provided by the engineering firm of Hubbell Roth and Clark, Inc.
 - c. East Riverbank renovations – A Parks and Recreation Master Plan update was completed and approved by the State to qualify for grant assistance. A survey delineating ownership has also been finished. A design charette (getting citizen input) for riverbank improvements was successfully carried out by Design Plus, Inc. on Thursday, January 13. At the Downtown Development Authority meeting of February 17, the Boardmembers recommended purchase of the amphitheater property from Lowell Area Schools for \$25,000. Also, the amphitheater riverfront design was approved along with an allocation of \$50,000 toward the project. At its January 11, 2011 meeting, the Lowell Area Community Fund provided \$50,000 in addition to this task. The Council, at its February 22 meeting approved the purchase of Lowell Area Schools property within the amphitheater area at a cost of \$25,000 as recommended by the DDA.

An application for the Michigan Department of Natural Resources Trust Fund grant of \$300,000 has been submitted to the State. A LCTV Endowment Fund grant application of \$50,000 was recommended by the LCTV Board for allocations and approved by the City Council.
 - d. Consumers Energy – sidewalk report – DPW Director DesJarden has contacted Consumers involving necessary sidewalk repairs and is awaiting a response.

- e. Video coverage of public meetings – The Council proposed a video camera purchase at the May 9 work session which was approved at the May 16 meeting. Meetings to be videoed are the Planning Commission, Downtown Development Authority and Light and Power Board.
7. Adoption of the 2010-2011 Budget Amendments. As required by State Law, the City Council must review and approve final adjustments to the City's operating funds. Attached is a list of each affected fund prepared by City Treasurer Sue Olin.
8. Consideration and Adoption of the 2011-2012 Operating Budget, Set Millage Rate and Holding Public Hearing. The Council will consider the new budget in addition to setting a millage rate.

The following actions are needed after holding a public hearing:

- Adoption of the budget. As discussed at the May 16 meeting, Councilmember Altoft questioned the proposed Police Budget costs. Enclosed is a comprehensive report from Police Chief Barry Getzen detailing the justification of the budget.

Under Street Funds, the total of \$89,886.42 allocated for the Local Street Construction Account is now provided for reconstructing Hillside Court. Upgrades to Brook Street will utilize Federal Community Development Block Grant Funds. Also, a milling and repaving of Ottawa will be considered a Downtown Development Authority project.

The General Fund balance remains at \$208,200, but is expected to increase with lesser liability insurance costs and the opportunity to capture statutory state revenue sharing dollars (approximately \$40,000).

Outside of minor grammatical corrections, there are no changes from any of the proposed budgets.

After receiving public comments, the Council may consider adoption of the 2011-2012 City Budget.

- Set Millage Rate. The same 15.83 mills as last year's for operations will be retained. A 0.25 mill in addition is included for the Lowell Area Historical Museum voted November, 2002.
9. Resolution to retain water and sanitary sewer rates. After review of the proposed operating budgets for water and wastewater, I have proposed that the current rates for these utilities be retained for the second year in a row.

The water consumption rate will continue to be \$1.45 per thousand gallons per month with the readiness to serve rate to retain at \$23.68 per month for residential usage.

For sewer, the residential user rate continues at \$3.38 per thousand gallons per month. The readiness to serve charges still are \$20.10 per residence.

I recommend the Council adopt the enclosed resolution.

10. King Milling Company (115 S. Broadway) – Application for an Industrial Facilities Exemption Certificate – set public hearing (6/20). King Milling is planning three large capital projects. This totals \$2,700,000 in building improvements and \$8,673,000 in machinery and equipment providing \$11,373,000. This would qualify King Milling a .50% tax abatement under Public Act 198 for 12 years under the current City policy.

- A public hearing is recommended for the City Council on June 20 to consider the King Milling application to the State Tax Commission.

11. Request from Patricia Dietz to operate mobile cart selling smoothies/coffee downtown. As noted in the attached letter, Patricia Dietz wishes to sell smoothies and coffee using a mobile cart to be located either in front of the Moose building downtown or the old Modern Photograph ices site. She wishes to have this cart available during the Summer Concerts and the Riverwalk Festival.

I have no problems with this and recommend approval to the Council.

12. Liability Insurance Proposals. The City last considered liability insurance proposals during June, 2007. Several months ago, requests for proposals were sent to four companies as follows:

<u>Agent</u>	<u>Company</u>	<u>Overall Quote</u>
Berends, Hendricks, Stuit	Michigan Township Participating Plan	\$ 75,991
Pinnacle Ins. Partners	Trident	\$ 76,667
AIC	Travelers	\$ 79,592
Michigan Municipal League	Meadowbrook	\$100,125

After reviewing the quotes, Sue Olin and I recommend Berends, Hendricks, Stuit for the following reasons:

- lowest quote (three year guarantee)
- current carrier, good experience in handling claims, responsive
- occurrence made rather than claims made – referable
- extensive municipal experience

13. Resolution retaining compensation for the Board of Light and Power Boardmembers. The City Charter requires the Council to establish compensation each year for Light and Power Boardmembers. At its February 16, 2010 meeting, the Council provided \$25 per meeting remain but increasing the maximum per year from \$325 (13 meetings) to \$400 (16 meetings).

Mayor Hodges recommended the current compensation stay as is. The attached resolution reflects this.

14. Downtown Bridge Handrails. Several residents approached the City regarding the safety of the downtown bridge railing. The concern involves small children getting through the existing rails. After the Michigan Department of Transportation review and in consultation with the

Downtown Historic District Commission, a one half inch diameter stainless steel unpainted rod was recommended.

The Council is requested to provide a final decision. This project is at MDOT cost.

15. Council Reports and Comments.

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| Andrew Schrauben | Lowell Airport Board
Parks and Recreation Commission
Lowell Area Recreation Authority |
| Maryalene LaPonsie | Planning Commission
Zoning Board of Appeals
Lowell Area Fire and Emergency Services Authority |
| Jeff Altoft | Board of Review
Downtown Development Authority |
| Sharon Ellison | Arbor Board
LCTV Endowment Board |
| Jim Hodges | Lowell Light and Power
Chamber of Commerce Board of Directors
Look Memorial Fund |
| Commissions without
Representatives: | Downtown Historic District Commission
Construction Board of Appeals
Building Authority
Local Officers Compensation Commission |

16. City Manager's Report. Attached.

17. Appointments. The following boards or commissioners positions need appointment or reappointment.

		<u>Terms Expires</u>
Board of Review		
Alternate Position	appointment	
Leah Vredenburg	reappointment	6/30/2014
Planning Commission		
Shannon Hanley	reappointment	06/30/2014
David Cadwallader	reappointment	06/30/2014
Board of Light and Power		
Andy Johnston	reappointment	06/30/2014
Arbor Board		
Diane LaWarre	reappointment	06/30/2014

Local Officers Compensation Commission
Teresa Beachum
Patricia Horn

reappointment
reappointment

06/30/2016
06/30/2016

18. Adjournment.