

CITY OF LOWELL
MICHIGAN
CITY COUNCIL
AGENDA

FOR THE REGULAR MEETING OF THE LOWELL CITY COUNCIL
MONDAY, JANUARY 3, 2011, 7:30 P.M.

AT
LOWELL CITY HALL
CITY COUNCIL CHAMBERS
SECOND FLOOR
301 EAST MAIN STREET

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE, ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE REGULAR MINUTES OF THE DECEMBER 20, 2010 MEETING
4. APPROVAL OF ACCOUNTS PAYABLE
5. CITIZENS' COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
7. ANNUAL AUTHORIZATION OF SIGNATURES FOR CITY BANK ACCOUNTS AND DESIGNATION OF DEPOSITORY BANKS
8. KENT INTERMEDIATE SCHOOL DISTRICT – COLLECTION OF SUMMER PROPERTY TAXES FOR 2011
9. UPDATE ON THE LOWELL AREA HISTORICAL MUSEUM
10. OUTDOOR LIGHTING ORDINANCE – RECOMMENDATION FROM THE PLANNING COMMISSION – PUBLIC HEARING
SOFT SIDED ACCESSORY BUILDINGS ORDINANCE – RECOMMENDATION FROM THE PLANNING COMMISSION – PUBLIC HEARING
11. SOFT SIDED ACCESSORY BUILDINGS ORDINANCE – RECOMMENDATION FROM THE PLANNING COMMISSION – PUBLIC HEARING
12. RESOLUTION AUTHORIZING SIGNATURES FOR A CONTRACT OF TRANSPORTATION INVOLVING APPROACH CLEARING ON RUNWAY 12/30 AT THE LOWELL CITY AIRPORT
13. RESOLUTION REGARDING COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR NORTH CENTER STREET IMPROVEMENTS AND ASSISTANCE FOR THE ELDERLY AND HANDICAPPED THROUGH NORTH KENT TRANSIT – PUBLIC HEARING
14. LITEHOUSE, INC. (1400 FOREMAN) – APPLICATION FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE UNDER PUBLIC ACT 198 – PUBLIC HEARING

15. VIDEO COVERAGE OF PUBLIC MEETINGS
16. COUNCIL REPORTS AND COMMENTS
17. CITY MANAGER'S REPORT
18. APPOINTMENTS
19. CLOSED SESSION. PERSONNEL MATTERS PURSUANT TO SECTION 8A OF THE OPEN MEETINGS ACT.
20. ADJOURNMENT

NOTE: Any person who wishes to speak on an item included on the printed meeting agenda may do so. Speakers will be recognized by the Chair, at which time they will be required to state their name and will be allowed five (5) minutes maximum to address the Council. A speaker representing a subdivision association or group will be allowed ten (10) minutes to address the Council.

To: Mayor Hodges and the Members of the City Council

From: David M. Pasquale

SUBJECT: Agenda for Monday, January 3, 2011 Meeting

1. Call to order, pledge of allegiance, roll call.
2. Approval of the Agenda.
3. Approval of the regular minutes of the December 20, 2010 meeting.
4. Approval of the Accounts Payable
5. Citizens' comments for items not on the agenda.
6. 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 – Parks and 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 site, a survey is being prepared, DDA meeting on January 13 and charette design all day session also on January 13.
 - d) Website upgrade – ten website proposals have been received. A committee meeting will be scheduled soon for review.
 - e) Consumers Energy – sidewalk report – under review.
7. Annual authorization of signatures for city bank accounts and designation of depository banks. There is a need for the City to annually designate its depository banks and authorize signatures for the coming year.

The following designations are recommended:

a. Authorized signatures:

Mayor James Hodges
Mayor Pro Tem Sharon Ellison

City Manager David Pasquale
City Treasurer Suzanne Olin
Police Chief James Hinton
Deputy City Treasurer Lori Gerard

b. Safety Deposit Box:

Betty Morlock
Susan Ullery
Luanne Wisniewski

c. Depository Banks:

Comerica Bank-Grand Rapids	(Grand Rapids)
Huntington Banks	(Lowell)
National City Bank	(Grand Rapids)
Fifth Third Bank	(Lowell, Ada, Grand Rapids)
Bank One-Grand Rapids	(Ada, Grand Rapids)
Standard Federal Bank	(Ada, Grand Rapids)
Firstbank	(Lowell)
Mercantile Bank of West Michigan	(Wyoming)

8. Kent Intermediate School District – collection of summer property taxes for 2011. As in previous years, the Kent Intermediate School District has requested that the City collect the summer property taxes for the district (4.6903 mills this past year). As part of a continuing resolution, the City collects the KISD property taxes at no fee but is able to keep the interest earned during the bank deposit before distributing these monies.

9. Update on the Lowell Area Historical Museum. Pat Allchin, Executive Director of the Lowell Area Historical Museum, will present a brief update on the past year's activities at the Museum.

10. Outdoor Lighting Ordinance – recommendation from the Planning Commission – public hearing. After much times of review and study, the Planning Commission has prepared a set of outdoor lighting standards. Planners Jay Kilpatrick and Brian Wegener of Williams & Works provided the text in a more simple form. City Attorney Richard Wendt placed this proposal in final ordinance form.

The Commission held a public hearing at its November 22, 2010 meeting and unanimously approved the proposed ordinance to the City Council. After receiving public comments, the Council may consider adopting the proposed ordinance.

11. Soft sided accessory buildings ordinance – recommendation from the Planning Commission – public hearing. A proposed ordinance regulating accessory structures has been reviewed by the Planning Commission. Assistance from planners Jay Kilpatrick and Brian Wegener of Williams & Works was received in preparation of this proposed ordinance. Based on previous discussions, accessory buildings greater than 200 square feet must comply with building codes and be compatible with the main structure in design.

Also, gazebos, pergolas (a garden feature forming a shaded walk or passageway of pillars that support cross beams and a sturdy open lattice) or other accessory buildings erected and used by retail or commercial business may be erected and used by such businesses for no more than 180 days during a twelve month period. Further, these structures can be erected for no more than 3 consecutive days during three consecutive months for such event (weddings, graduations and reunions), being exempt from the structural requirements.

The Commission held a public hearing on the proposed ordinance at its November 22, 2010 meeting. After receiving public comments, the Commissioners voted 3-2 to recommend the ordinance to Council.

After conducting a public hearing, the Council may consider the proposed ordinance.

12. Resolution authorizing signatures for a contract of Transportation involving approach clearing on Runway 12/30 at the Lowell City Airport. As you are aware, tree clearing is taking place near the southeast intersection of Vergennes and Lincoln Lake Roads to provide safe take offs and landings at the main runway 12/30 for the Lowell City Airport. Previously, air easements were secured from adjoining property owners. The total cost is budgeted at \$74,000 of which the State is responsible for 90% or \$66,600 and the City through its Airport Fund will allocate 10% or \$7,400.

The Council needs to adopt the attached resolution approving a contract with the Michigan Department of Transportation.

13. Resolution regarding Community Development Block Grant Application for North Center Street improvements and assistance for the elderly and handicapped through North Kent Transit – public hearing. As discussed at the last meeting, the City must submit an application to Kent County regarding the Federal Community Development Block Grant. A total of \$79,650.80 is available for projects. The following recommendation is provided:

\$6,000.00 for North Kent Transit for senior and handicapped transportation assistance
 \$73,650.80 for North Center Street improvements based on the following funding scenario:

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

After holding a public hearing, the Council may consider the attached resolution.

14. Litehouse, Inc. (1400 Foreman) – Application for an Industrial Facilities Exemption Certificate under Public Act 198 – public hearing. As you know, Litehouse is providing 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.

After receiving public comments, the Council may provide a recommendation to the State Tax Commission.

15. Video coverage of public meetings. At the request of Councilmember Altoft, consideration and discussion will be undertaken for the video coverage of all City public meetings.

16. Council Reports and Comments.

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

17. City Manager's Report. Attached.

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

		<u>Terms Expires</u>
Board of Review		
To fill in for Jim Wood's position	appointment	06/30/2013
Alternate Position	appointment	
Planning Commission		
Vacancy (Barb Brown's resignation)	appointment	06/30/2013
Vacancy (Amy Hayes' resignation)	appointment	06/30/2011
LCTV Endowment Fund Board		
Dan Brubaker	reappointment	12/31/2013
Airport Board		
Paul Nicholls	reappointment	01/01/2014
Building Authority		
Vacancy (Jim Maatman moved out of town)	appointment	01/01/2014

19. Closed Session. Personnel Matters Pursuant to Section 8A of the Open Meetings Act.

20. Adjournment.