

To: Mayor Hodges and the Members of the City Council

From: David M. Pasquale

SUBJECT: Agenda for Monday, May 16, 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 2, 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 has been completed and recommended by the LCTV Board for allocations to 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 is to be acted upon at the May 16 meeting. Meetings to be videoed are the Planning Commission and Downtown Development Authority.

7. Request from Dorla West to use City owned property located at the southwest corner of Front and South Jackson for a plant swap – June 7, 2011. As requested and held in previous years, Dorla West of 525 Front Street wishes to utilize the City owned field across the street (southwest corner of Front and South Jackson) for a plant swap. The event will be scheduled on Saturday, June 7, 2011 from 9 a.m. to 12 noon.

The plant swap has been a very successful event and I recommend the Council approve this.

8. Resolution approving and authorizing execution of City Manager Employment Agreement with Mark Alan Howe. A total of 55 resumes were received for the position of City manager. Through Bill Baldrige, a facilitator with the Michigan Municipal League a short list of seven candidates was provided to the City Council at a meeting held on April 25. From this session, four candidates were interviewed by the Council on Saturday, April 30.

At its May 2 meeting, the City Council unanimously designated Ionia County Administrator Mark Howe as the lead candidate. Further, the Council instructed City Attorney Richard Wendt to negotiate an employment contract. As attached, an agreement has been reached, subject to Council.

Enclosed is a resolution for your consideration.

9. 2011-2012 Budget Presentation and Public Hearing. The Council will conduct the first of two public hearings on the budget. It is expected upon Council review that the final document will be approved at the June 6 meeting.

A copy of the budget has already been provided to you along with the summary which has been enclosed. Corrections and updates to the narrative are provided.

Based on the following comments at the May 9 work session, the responses are given.

- Wastewater Treatment Plant projects – WWTP Superintendent Mark Mundt has submitted a memo further explaining projects as enclosed along with an update to the Wastewater Fund narrative.
- Treasurer and General Office accounts – information to be provided regarding added line item amounts.
- Any funds received from the State involving statutory revenue sharing will be directed to General Fund balance.
- Equipment Fund schedule and lists of vehicles has been provided to Council.
- Budget worksheets are enclosed.

- Local Street – traffic operating supplies is reduced for \$8,500 to \$2,500.
- Local Street Construction Fund revenues are increased from \$83,000 to \$89,886.42.

10. Report from the LCTV Endowment Fund Board – recommendations regarding grant applications. At its May 3, 2011 meeting, the LCTV Endowment Fund Board reviewed 20 grant applications (totaling \$375,687.37) and recommended approval for fifteen.

The Board as noted in the attached letter of May 6 stated the approved recommended project is listed amounting to \$204,246. This is within the \$210,000 spendable balance.

The Council approval is requested.

11. North Center Street Reconstruction Project – award. As previously mentioned, Kent County Community Development Department has provided \$112,251 replacing Local Street Construction Fund dollars as well as FY11-12 CDBG funds. The County wishes to have this project completed as soon as possible rather than waiting until the next fiscal year.

Bids were received on May 4 and CL Trucking & Excavating was the low bid of \$202,955.98 (engineer’s estimate \$241,000). David Austin stated that CL Trucking is the contractor for the North Center water main project and has recently successfully completed other street projects for the City.

Thus, C&L Trucking & Excavating is recommended to carry out the North Center Street project.

12. Request from Donald Green – to operate boat ride concession. As attached, Donald Green (609 Lafayette) is requesting permission to operate a boat ride concession along the Flat River from the riverwalk to approximately Attwood utilizing a punt. The May 10 letter outlines the details of the business.

I recommend the Council approve this business.

13. Purchase of video camera and equipment. At the May 9 work session, the Council discussed video camera options for public meetings with Brandon Hall who has been videoing City Council meetings. Upon review, the Council decided to purchase the Canon Vixia HF200. With accompanying Tripod, 2 SD Memory Cards and Camera Case, Hall estimates the total cost to be \$1,150. Council authorization to purchase is requested.

14. Monthly Reports. The attached reports have been provided:

City Manager Activity	Police	Building
Public Works	Fire	Budget

15. 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

16. City Manager's Report. Attached.

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

Board of Review		<u>Terms Expires</u>
Alternate Position	appointment	

18. Adjournment.

CITY OF LOWELL
MICHIGAN
CITY COUNCIL
AGENDA

FOR THE REGULAR MEETING OF THE LOWELL CITY COUNCIL
MONDAY, MAY 16, 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 MAY 2, 2011 MEETING
4. APPROVAL OF ACCOUNTS PAYABLE
5. CITIZENS' COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
7. REQUEST FROM DORLA WEST TO USE CITY OWNED PROPERTY LOCATED AT THE SOUTHWEST CORNER OF FRONT AND SOUTH JACKSON FOR A PLANT SWAP – JUNE 7, 2011
8. RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF CITY MANAGER EMPLOYMENT AGREEMENT WITH MARK ALAN HOWE
9. 2011-2012 BUDGET PRESENTATION AND PUBLIC HEARING
10. REPORT FROM THE LCTV ENDOWMENT FUND BOARD – RECOMMENDATIONS REGARDING GRANT APPLICATIONS
11. NORTH CENTER STREET RECONSTRUCTION PROJECT – AWARD
12. REQUEST FROM DONALD GREEN – TO OPERATE BOAT RIDE CONCESSION
13. PURCHASE OF VIDEO CAMERA AND EQUIPMENT
14. MONTHLY REPORTS
15. COUNCIL REPORTS AND COMMENTS
16. CITY MANAGER'S REPORT
17. APPOINTMENTS
18. 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.