

PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL

For the Regular Meeting of FEBRUARY 22, 2011.

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, Andrew Schrauben, Mayor Pro Tem Sharon Ellison and Mayor Jim Hodges.

Absent: None.

Also Present: City Manager David Pasquale, City Clerk Betty Morlock, DPW Director Dan DesJarden, Police Chief James Hinton, Water Treatment Plant Superintendent George Regan, Light and Power Boardmember, Planning Commissioner and Parks and Recreation Commissioner Jim Hall, Light and Power Boardmember and Parks and Recreation Commissioner Perry Beachum and Light and Power General Manager Greg Pierce.

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

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

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

Item #2. **APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 7, 2011.**

IT WAS MOVED BY LAPONISE and supported by SCHRAUBEN to approve the regular meeting minutes of February 7, 2011 as written.

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

Item #3. **APPROVAL OF THE ACCOUNTS PAYABLES.** Mayor Pro Tem Ellison questioned why was the Dickinson Wright invoice so high? City Manager Pasquale responded the majority of the invoice was for the Michigan Tax Tribunal regarding Goodrich Quality Theaters. Ellison requested any attorney bills over \$2,000 have an explanation of the charges. The invoice from Main Street Inn was also questioned. Chief of Police James Hinton stated this was for a police officer that was working during the snow storm.

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, Schrauben, Mayor Pro Tem Ellison and Mayor Hodges.

NAY: None. ABSENT: None. MOTION CARRIED.

<u>BILLS AND ACCOUNTS PAYABLE (02/22/11)</u>	
GENERAL FUND	\$29,428.77
DOWNTOWN DEVELOPMENT FUND	2,823.54
AIRPORT FUND	422.99
WASTEWATER FUND	4,925.44
WATER FUND	8,311.10
EQUIPMENT FUND	1,261.36
CURRENT TAX FUND	94,084.43
LEE FUND	770.78
CARR FUND II	490.20

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

Item #5. **OLD BUSINESS.**

- a. Streets, sidewalks plan – City Council work session was held last Monday, January 31.
- b. Wastewater Treatment update – To schedule door to door survey to determine where sump pumps are. Certified mail has been sent to a list of residents who City knows are pumping ground water. Ads in the Ledger, Buyers Guide, Cable TV and City web site will be provided. Four volunteers have been received for monitoring.
- c. Amphitheater renovations – 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.
- d. Website upgrade – ten website proposals have been received. On January 25, the committee had three web site firms provide presentations. The Committee met on February 1 and February 8. A recommendation is provided at the February 22 meeting.
- e. Consumers Energy – sidewalk report – under review.
- f. Video coverage of public meetings – update.
- g. Capitalization asset threshold – a resolution will be provided at the March 21, 2011 meeting.

Item #6. **ORDINANCE – PLACING PROPERTY LIEN ON UNPAID ELECTRIC PAYMENTS – PUBLIC HEARING.** In an effort to collect delinquent payments to Light and Power, an ordinance was proposed to allow placement of these charges on the property tax roll. This is similar to how the water and sanitary sewer billing delinquencies are handled.

The Light and Power Board recommended adoption of this ordinance at their February 10, 2011 meeting.

Mayor Hodges opened the public hearing. No comments were received and Mayor Hodges closed the public hearing.

IT WAS MOVED BY ELLISON and supported by SCHRAUBEN to adopt the ordinance to place property lien on unpaid electric charges on the property tax roll.

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

NAY: None. ABSENT: None. MOTION CARRIED.

Item #7. **LIBRARY CARPETING BIDS.** The existing carpeting in the library and community room is original at time of building construction in 1997 and is worn. The Lowell Area Community Fund at its September 21, 2010 meeting awarded \$53,402 to the City for replacing the carpet (\$47,400), installation of hand dryers for both public restrooms (\$2,700) as well as the purchase and installation of a textured stainless steel partition in the men's room (\$3,302).

On Tuesday, February 15, nine bids were received for the library for Council's consideration. The bids ranged from \$39,069.88 to \$90,232.25. The low bid was from DeGraaf Interiors of Grand Rapids at \$39,069.88. The second low bid was from Beachum Flooring of Lowell at \$39,772.16.

City Clerk Betty Morlock noted on Beachum's bid it stated "as specified by the City of Lowell as listed in their bid sheet and Addendum #1" as well as a letter of recommendation from Alto Public Library on the carpet project there. DeGraaf Interiors' noted "Grandfather clock and security system at front door to be moved by others".

Mayor Hodges noted the difference between the lowest bid and a local business owner is approximately \$700.00. Councilmember Altoft stated the City should try and use local tax paying businesses whenever possible.

IT WAS MOVED BY ALTOFT and supported by ELLISON to award contract to Beachum Flooring of Lowell for \$39,772.16 for the purchase and installation of new carpet for the Englehardt Public Library.

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

Councilmember Schrauben noted the grant received for this project is \$47,400 and inquired what is planned for the remaining monies. City Manager Pasquale responded the City has a list of other maintenance projects for the Library. Permission will be asked from the Grand Rapids Community Foundation to use these monies.

Item #8. **WEBSITE PROPOSAL**. A committee composed of Councilmembers Schrauben and Ellison, Light and Power General Manager Greg Pierce, Light and Power Boardmember Jim Hall, Light and Power Utilities Services Coordinator Sharon Morris Betsy Davidson from Addorio Technologies, City Clerk Betty Morlock and City Manager Pasquale have met to determine needs for an upgraded City website. As a result of these meetings, specifications were drawn and requests for proposals were advertised. A total of ten firms responded.

After much research and consideration, the website committee recommends i2Integration for the design and implementation of a new, unified website for the City of Lowell and Lowell Light and Power. This company provided an excellent written proposal as well as an outstanding verbal presentation of their services. They have taken into consideration everything the committee requested and more. We have every confidence that not only are they capable of providing what we envision for our new site, but will be able to assist us with ideas of their own that will benefit us. We are comfortable with their expertise in design and installation, their ability to train personnel to use the system and their capability of maintaining the site. They have provided a reasonable "not to exceed" proposal and are a local company. The decision to choose i2Integration is unanimous with the committee, which includes representatives from both the City and LL&P. With approval from the Council, we will be seeking grant funds to cover the costs.

After a review of the specifications with John Forsberg of i2Integration and Greg Pierce, a bid of not exceeding \$14,529.88 was provided. The cost will be split between Light and Power and the City (\$7,264.99 each). Jointly, grants will be sought.

IT WAS MOVED BY ELLISON, supported by ALTOFT to award contract to i2Integration for the upgrading of the City of Lowell and Light and Power websites not to exceed \$14,529.88, which will be split between the City and Light and Power.

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

Item #9. **DOWNTOWN DEVELOPMENT AUTHORITY**

A. **PURCHASE OF SHOWBOAT AMPHITHEATER PROPERTY FROM THE LOWELL AREA SCHOOLS – RECOMMENDATION OF THE DDA**. The Downtown Development Authority has discussed the renovation and upgrading of the old Showboat Amphitheater site. In order to accomplish this, the DDA needed to have the entire site under City control. It was noted in the first drawing, the Lowell Area Schools own a significant portion of the property.

After discussions with Lowell Area Schools Superintendent Greg Pratt as well as completions of a survey and appraisal, the DDA recommended purchase at a cost of \$25,000 at its February 17 meeting. The Lowell Board of Education approved this at its February 14 meeting. Thus, the Council is asked to give final approval.

Mayor Pro Tem Ellison noted this was a reasonable cost from the Lowell Area Schools.

IT WAS MOVED BY ELLISON and supported by SCHRAUBEN to approve the Downtown Development Authority purchasing the Showboat Amphitheater property from the Lowell Area Schools as a cost of \$25,000.00.

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

- B. **RESOLUTION SETTING PUBLIC HEARING (4/4) TO CONSIDER APPROVAL OF A THIRD AMENDMENT TO THE LOWELL DDA DEVELOPMENT AND TAX INCREMENT FINANCING PLANS TO JUNE 30, 2033.** The DDA Boardmembers have noted there are additional downtown projects to accomplish, but the current development plan and tax increment financing plan expires June 30, 2013.

At the end of the current DDA, June 30, 2013, the two bonds will be paid off. By extending the DDA another 20 years, projects along the east and west banks of the Flat River could be considered.

Documentation was presented that allows the DDA plans to be extended to June 30, 2033 (20 years) for completing projects. The DDA Boardmembers approved a resolution at its February 17 meeting recommending the extension.

The action which is required by Council at this time is to adopt the resolution establishing a public hearing on April 4, 2011 to consider a third amendment to the Lowell DDA Development and tax increment financing plan to June 30, 2033.

IT WAS MOVED BY LAPONSIE and supported by ALTOFT to adopt the resolution setting a public hearing on April 4, 2011 to consider approval of a Third Amendment to the Lowell DDA Development and Tax Increment Financing plan to June 30, 2033.

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

NAY: 0. ABSENT: 0. MOTION CARRIED.

Mayor Pro Tem Ellison stated her disappointment in the design of the amphitheater which was presented to the Downtown Development Authority at their February 17th meeting. It is the same design that was presented three years ago and it was not liked then nor is it now. City Manager Pasquale stated it is just a concept at this time and will be tweaked. Ellison does not want to hold up the process, but suggested a meeting be scheduled soon with Pete Lazdins of Design Plus, Dave Austin of Williams & Works to further discuss this. Pasquale suggested the Downtown Development Authority Board be invited as well as Liz Baker of the Lowell Area Chamber of Commerce. Ellison, Schrauben and Altoft volunteered to represent the Council at the meeting.

- Item #10. **WATER TREATMENT PLANT – INSTALLATION OF NEW FLOORING AND STAIR TREADS IN LOWER LEVEL ALONG WITH NEW COVE BASE.** WTP Superintendent George Regan sought estimates for the installation of new rubberized flooring at the plant. The only responsive bid was Beachum Flooring at a cost of \$9,544.29 as budgeted from the Water Fund. Regan explained rubberized flooring was selected for safety purposes.

Councilmember Altoft asked what the process was for advertisement of project. Regan responded he search for the type of product needed. Altoft felt in the future we should advertise for bid to stay consistent on all projects.

IT WAS MOVED BY ALTOFT and supported by ELLISON to award Beachum Flooring the project to install new flooring and stair treads in the lower level along with a new cove base at the Water Treatment Plant.

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

Item #11. **MONTHLY REPORTS**. No comments were received from materials present.

Item #12. **COUNCIL REPORTS AND COMMENTS**. Councilmember Schrauben noted the Airport is reviewing the numbers of trees removed and what additional trees need to be removed and LARA is working on Phase II of the trails.

Councilmember LaPonsie noted the Planning Commission will be meeting next week on the 28th of February and the Lowell Area Fire and Emergency Services Authority will be meeting on March 21st.

LaPonsie also mentioned the monies the City would lose due to the elimination of statutory State Shared Revenues.

Councilmember Altoft thanked the City employees who helped with the snow removal. Everyone did a great job.

Mayor Pro Tem Ellison announced the Arbor Board is having a Photo/Painting contest of trees located within the City Limits. The Board is also discussing the trees on the east side of Oakwood Cemetery as well as the tree at the Englehardt Public Library.

Ellison noted the Pawsitive Walk which was held on Saturday, February 12 from 1–2:30 p.m. at Chamber of Commerce and Showboat area was well attended and fun.

Mayor Hodges commented on the Lowell Area Chamber of Commerce Annual Winter Gathering held on February 16 at the Grand Volute. Joy Smith was 2011 Person of the Year and Business Appreciation was awarded to All-Weather Seal. The Main Street Inn and Attwood both received Brick Awards.

The next LACC event is the Lowell Community Expo on Saturday, March 26 at the Lowell High School.

Hodges also noted the tentative dates for Mayor Exchange with the City of Belding is Friday, May 6 here at Lowell and Friday, May 20 at Belding.

Item #13. **CITY MANAGER'S REPORT.** City Manager Pasquale reported on the following:

1. The following boards and commissions meetings minutes are provided:
 - Chamber of Commerce meeting of January 11, 2011
 - Airport Board meeting of January 11, 2011
 - Arbor Board meeting of January 10, 2011
 - LCTV Endowment Fund Board meeting of July 20, 2010
 - Grand Valley Metro Council – Transportation Policy Committee meeting of January 19, 2011
 - Downtown Development Authority meeting of January 13, 2011
2. At the LCTV Endowment Fund Board meeting of February 15, the following grant application schedule was approved:

March 1	start advertising grants availability, application available at City Hall, townships halls, Central School Office and Library
April 15	application due by 5 p.m. at City Hall
April 26	board review of applications
May 3	board recommendations of grants
May 16	City Council awards of grants

Item #14. **APPOINTMENTS.** By general consensus, the Council approved the above appointment of Greg Canfield to the Board of Review position that expires June 30, 2013.

IT WAS MOVED BY ELLISON to adjourn at 8:23 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Betty R. Morlock, City Clerk