

CITY OF LOWELL
CITY COUNCIL AGENDA
TUESDAY, JANUARY 3, 2012, 7:30 P.M.

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. ELECTION OF OFFICERS AND ORGANIZATION
 - a. MAYOR
 - b. MAYOR PRO TEM
 - c. COUNCILMEMBER APPOINTMENTS
 - d. REVIEW AND ADOPTION OF COUNCIL RULES OF PROCEDURE
3. APPROVAL OF THE AGENDA
4. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. DECEMBER 19, 2011
5. APPROVAL OF ACCOUNTS PAYABLE
6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
7. OLD BUSINESS
 - a. PENDING COUNCIL PROJECTS REPORT
 - b. PUBLIC HEARING – REQUEST TO EXPAND THE INDUSTRIAL DEVELOPMENT DISTRICT FOR KING MILLING COMPANY TO INCLUDE PARCELS 41-20-02-453-030 AND 41-20-02-451-005
 - c.
8. NEW BUSINESS
 - a. ANNUAL AUTHORIZATION OF SIGNATURES FOR CITY BANK ACCOUNTS AND DESIGNATION OF DEPOSITORY BANKS
 - b. GRAND RAPIDS COMMUNITY COLLEGE – COLLECTION OF SUMMER PROPERTY TAXES FOR 2012
 - c. KENT INTERMEDIATE SCHOOL DISTRICT – COLLECTION OF SUMMER PROPERTY TAXES FOR 2012
 - d. BUDGET CALENDAR
 - e.
9. COUNCIL COMMENTS

10. MANAGER'S REPORT

11. APPOINTMENTS

12. CLOSED SESSION

- a. Personnel Matter pursuant to Open Meetings Act Section 8(c)

13. 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.



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MEMORANDUM

TO: City Council
FROM: Mark Howe, City Manager
RE: Council Agenda for Tuesday, January 3, 2012

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE, ROLL CALL

City Clerk Betty Morlock will call the meeting to order and preside until the selection of a Mayor.

2. ELECTION OF OFFICERS AND ORGANIZATION

As this is your organizational meeting, the first items of business will be to select a Mayor, Mayor Pro Tem, make Councilmember appointments to various Boards and Commissions, and adopt your Rules of Procedure.

a. MAYOR

The meeting will be turned over to the Mayor who will preside from here on.

b. MAYOR PRO TEM

c. COUNCILMEMBER APPOINTMENTS

	<u>Term Expires</u>
Arbor Board, Representative Vacancy (Sharon Ellison currently serving)	01/01/2016
Chamber of Commerce, Liaison Vacancy (Jim Hodges currently serving)	01/01/2014
Downtown Development Authority, Liaison Vacancy (Jeff Altoft previously served)	01/01/2014
Light and Power, Liaison Vacancy (Jim Hodges currently serving)	01/01/2014
Lowell Area Fire and Emergency Services Authority, Representative Vacancy (Maryalene Laponsie previously served)	01/01/2015
Lowell Area Recreation Authority, Representative Vacancy (Andrew Schrauben currently serves)	11/15/2013
Planning Commission, Representative Vacancy (Maryalene Laponsie previously served)	to be stated when the appointment is made, not to exceed the elected term.

d. REVIEW AND ADOPTION OF COUNCIL RULES OF PROCEDURE

Two copies of your Rules of Procedure are included in your packet. The first is a clean copy of your current Rules of Procedure. The second is a copy with a few recommended changes. Most of these changes are to clean up language or make certain sections more clear. The substantive changes are listed below which I would like to review with you during the meeting.

- Meeting Time: I did not make a change to this in Section A (1), however, I know several of you have indicated that a change in the meeting time to 7 p.m. would be more consistent with other city boards and commissions.
- Agenda Synopsis: We propose removing the council approval requirement for publishing the synopsis of the meeting. It is not our current practice and would delay publication of action taken at the meeting by as much as three weeks.
- Agenda, Order of Business: Adding sections for Old Business, New Business, and Executive Session, allows individual items to be placed under those headings and makes your agenda seem more orderly and in better conformance with Roberts Rules of Order.
- Closed Meetings: I have added the appropriate statutory sections to permissible purposes for going into closed session as well as clarified when a 2/3rds vote is required and when a simple majority is required.

3. APPROVAL OF THE AGENDA

4. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

- a. The Regular Meeting Minutes of December 19, 2011

5. APPROVAL OF ACCOUNTS PAYABLE

6. CITIZENS' COMMENTS FOR ITEMS NOT ON THE AGENDA

7. OLD BUSINESS

- a. PENDING COUNCIL PROJECTS REPORT

The report is attached for your review.

- b. PUBLIC HEARING – REQUEST TO EXPAND THE INDUSTRIAL DEVELOPMENT DISTRICT FOR KING MILLING COMPANY TO INCLUDE PARCELS #41-20-02-453-030 and 41-20-02-451-005.

You will need to open the public hearing and receive any public input. If approved, the so-called PA 198 district will be expanded to include two additional King Milling parcels. I recommend you approve the expansion of the PA 198 district.

8. NEW BUSINESS

a. ANNUAL AUTHORIZATION OF SIGNATURES FOR CITY BANK ACCOUNTS AND DESIGNATION OF DEPOSITORY BANKS

The following designations are recommended:

Authorized signatures:

Mayor
Mayor Pro Tem

City Manager Mark Howe
City Treasurer Suzanne Olin
Police Chief Barry Getzen
Deputy City Treasurer Lori Gerard

Safety Deposit Box:

Betty Morlock
Susan Ullery
Luanne Wisniewski

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)

b. GRAND RAPIDS COMMUNITY COLLEGE – COLLECTION OF SUMMER PROPERTY TAXES FOR 2012.

As in previous years, Grand Rapids Community College has requested that the City collect the summer property taxes for the district. The City collects the property taxes at no fee but is able to keep the interest earned during the bank deposit before distributing these monies. I recommend that the Council approve the collection of property taxes on behalf of Grand Rapids Community College in exchange for retaining earned interest while the monies are deposited in city accounts.

c. KENT INTERMEDIATE SCHOOL DISTRICT – COLLECTION OF SUMMER PROPERTY TAXES FOR 2012

The Kent Intermediate School District also requests the City collect summer property taxes for the district. 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. I recommend that the Council approve the collection of property taxes on behalf of Kent Intermediate School District in exchange for retaining earned interest while the monies are deposited in city accounts.

d. BUDGET CALENDAR

The legislative body is required to annually adopt a budget calendar that outlines the process and dates by which a budget for the ensuing fiscal year will be prepared and adopted. A proposed

calendar has been prepared with several dates scheduled for council workshops. I recommend that you adopt the budget calendar as presented.

9. COUNCIL REPORTS AND COMMENTS

Andrew Schrauben	Lowell Airport Board Parks and Recreation Commission Lowell Area Recreation 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	Planning Commission Zoning Board of Appeals Lowell Area Fire and Emergency Services Authority Board of Review Downtown Development Authority Downtown Historic District Commission Construction Board of Appeals Building Authority Local Officers Compensation Commission

10. CITY MANAGER'S REPORT

The City Manager's report is attached for your review.

11. APPOINTMENTS

The following board or commission positions need appointment:

	<u>Term Expires</u>
Airport Board Vacancy (Jim Myaard currently serving)	01/01/2015
Arbor Board Vacancy (Jim Hall resignation, must be a Light and Power Board Member)	06/30/2012
Building Authority Vacancy (Dave Pasquale retirement)	01/01/2015
Downtown Development Authority Vacancy (Dean Lonick currently serving)	01/01/2016
Vacancy (Shelley Catlin currently serving)	01/01/2016
Downtown Historic District Commission Vacancy (Judy Straub currently serving)	01/01/2015
Vacancy (Stephen Doyle currently serving)	01/01/2015

LCTV Endowment Board	
Vacancy (Mark Lessens moved)	12/31/2013
Vacancy (Dennis Kent currently serving)	12/31/2014
Light and Power Board	
Vacancy (Jim Hall resigned)	06/30/2013
Vacancy (Jim Valentine resigned)	06/30/2013
Lowell Area Recreation Authority	
Vacancy (Perry Beachum currently serving)	11/15/2013
Parks and Recreation Commission	
Vacancy (Susan Pomper currently serving)	01/01/2015
Vacancy (Jim Hall resigned)	01/01/2014
Vacancy (Don Green moved out of the City)	01/01/2015
Planning Commission	
Vacancy (Jim Hall resigned - elected to Council)	06/30/2012
Vacancy (Don Green moved out of the City)	06/30/2012

12. CLOSED SESSION
 - a. Personnel Matter pursuant to Open Meetings Act Section 8(c)
13. ADJOURNMENT