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## MEMORANDUM

TO: City Council  
FROM: Mark Howe, City Manager  
RE: Council Agenda for Monday, February 6, 2012

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
  - a. January 17, 2012 – Regular Meeting
4. APPROVAL OF ACCOUNTS PAYABLE
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
  - a. Pending Council Projects Report

The Pending Council Projects Report is included for your review.

7. NEW BUSINESS
  - a. 2010-2011 Light & Power Audit Presentation

The audit for the city's electric utility will be presented.

- b. Water Treatment Plant Repairs

Water Treatment Plant Superintendent Brian VanVeelen has secured bids for the replacement of several water valves within the water treatment plant. This work was anticipated in the 2011-12 Water Fund Budget.

Recommended motion: That the Lowell City Council approve the bid from Layne Christensen Company for \$4,650 for improvements to the Water Treatment Plant.

c. Ratification of Previous Council Action

The City Charter requires that councilmembers take office at 8 p.m. on the Monday following their election to the council. There was a change in the law in the early 1970's allowing the election dates to be changed to August and November. We believe that during this time councilmembers began assuming office on January 1 following the election, however, we have discovered that there is no statutory requirement allowing this to occur without a change to the charter. In order to rectify this for the current fiscal year, we recommend that you ratify all action taken by the council since November 14, 2011. We are sending copies of minutes from the November and December meetings for your review prior to taking this action.

Recommended Motion: That the Lowell City Council ratify all action taken by the Council since November 14, 2011.

d. Equipment Fund – Deficit Elimination Plan

We ended the 2010-11 Fiscal Year with negative unrestricted net assets of \$66,979 in the Equipment Fund. This has triggered a requirement from the Michigan Department of Treasury for the city to issue a deficit elimination plan which must be approved by the council. Generally, our deficit elimination plan will require a commitment from the General Fund over the next five years to eliminate the negative unrestricted net assets and return it to a positive balance. A resolution has been prepared for your consideration reflecting this commitment to the deficit elimination plan.

I plan to discuss with you at the meeting other issue relating to the Equipment Fund and why we believe it has devolved into a negative net asset position.

Recommended Motion: That the Lowell City Council approve the Equipment Fund Deficit Elimination Plan resolution.

e. Zoning Board of Appeals

You will need to recess the City Council meeting and convene a meeting of the Zoning Board of Appeals.

Recommended Motion: That the Lowell City Council recess at the Call of the Mayor and convene as the Zoning Board of Appeals.

i) Select Chairperson

In the absence of a Chair, the Mayor may convene the meeting. The first order of business will be to select a Chairman of the Zoning Board of Appeals.

ii) Adjourn

f.

8. COUNCIL COMMENTS

Jim Hall

Planning Commission  
Downtown Historic District Commission

|   |   |
|---|---|
| Andrew Schrauben                        | Lowell Airport Board<br>Parks and Recreation Commission<br>Lowell Area Recreation Authority   |
| Jim Valentine                           | Lowell Area Fire and Emergency Services Authority   |
| Sharon Ellison                          | Arbor Board<br>LCTV Endowment Board<br>Downtown Development Authority                         |
| Jim Hodges                              | Lowell Light and Power<br>Chamber of Commerce Board of Directors<br>Look Memorial Fund        |
| Commissions without<br>Representatives: | Construction Board of Appeals<br>Building Authority<br>Local Officers Compensation Commission |

9. MANAGER'S REPORT

The City Manager's Report is included for your review.

10. APPOINTMENTS

|   |             |  |                     |
|---|-------------|--|---------------------|
| Planning Commission                       |             |  | <u>Term Expires</u> |
| Vacancy (Don Green moved out of the City) | Appointment |  | 06/30/2012          |

11. ADJOURNMENT

CITY OF LOWELL  
CITY COUNCIL AGENDA  
MONDAY, FEBRUARY 6, 2012, 7:00 P.M.

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  - b. Water Treatment Plant Repairs
  - c. Ratification of Previous Council Action
  - d. Equipment Fund – Deficit Elimination Plan
  - e. Zoning Board of Appeals
    - i) Select Chairperson
    - ii) Adjourn
  - f.
8. COUNCIL COMMENTS
9. MANAGER'S REPORT
10. APPOINTMENTS
11. 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.