

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, DECEMBER 3, 2012, 7:00 P.M.**

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

The Meeting was called to order at 7:00 p.m. by Mayor Hodges and City Clerk Morlock called the roll.

Present: Councilmembers Sharon Ellison, Jim Hall, Andrew Schrauben, Jim Valentine and Mayor Jim Hodges.

Absent: None.

Also Present: City Manager Mark Howe, City Clerk Betty Morlock, Department of Public Works Dan DesJarden, Police Chief Barry Getzen, Water Treatment Superintendent Brian VanVeelen, Light and Power General Manager Greg Pierce, Light and Power Electric Distribution Manager Tom Russo and Light and Power Board Chair Greg Canfield.

2. **APPROVAL OF THE AGENDA**

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

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

3. **APPROVAL OF MINUTES OF PREVIOUS MEETING(S)**

A. November 19, 2012 – Regular Meeting

IT WAS MOVED BY ELLISON and supported by SCHRAUBEN to approve the regular minutes of the November 19, 2012 meeting as corrected.

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

B. November 19, 2012 – Closed Session Meeting

IT WAS MOVED BY HALL and supported by SCHRAUBEN to approve the closed session minutes of the November 19, 2012 meeting as written.

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

4. **APPROVAL OF ACCOUNTS PAYABLE**

IT WAS MOVED BY ELLISON and supported by HALL that the bills and accounts payables be allowed and the warrants issued.

YEA: Councilmembers Ellison, Hall, Schrauben, Valentine and Mayor Hodges.

NAY: 0. ABSENT: 0. MOTION CARRIED.

BILLS AND ACCOUNTS PAYABLE (12/03/12)

GENERAL FUND	\$19,641.74
MAJOR STREET FUND	48,457.26
LOCAL STREET FUND	2,509.96
HISTORIC DISTRICT FUND	1,722.00
DDA FUND	4,973.00
RIVERFRONT DEVEL	4,741.75
AIRPORT FUND	593.75
WASTEWATER FUND	1,679.60
WATER FUND	2,782.32
DATA PROCESSING	251.70
EQUIPMENT FUND	12,874.62
CURRENT TAX COLL	1,497.74
CARR FUND	572.50

5. **CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA**

Arnold Kimball (202 N. Hudson) commented on the Department of Public Works employees.

6. **OLD BUSINESS**

A. **PENDING COUNCIL PROJECTS REPORT**

City Manager gave the following updates:

Streets, Sidewalks Plan – A draft presentation, with photos, on our sidewalk plan and deficiency criteria has been developed with plans for a public meeting at the beginning of the new year. In addition, we have been working with Kent County on the CDBG grant process and plan to have bid specifications ready in January.

East Riverbank Renovations – A general concept has been finalized by a work group so that a permit application to the Michigan Department of Environmental Quality can be submitted. That should be completed within the next week or so. Illustrations of the general concept will be available to share with Council in the near future. Howe thanked the members of the work group for their dedication to this project ... we have developed a very impressive plan that will make this portion of the riverwalk an impressive jewel for our community and downtown area.

7. **NEW BUSINESS**

A. **CITY HALL COPIER REPLACEMENT**

Staff has been implementing an electronic records management project with a total budget of \$25,000 (\$12,500 already approved from the Lowell Area Community Fund, \$7,500 from the Look Memorial Fund, and \$5,000 from the city's Data Processing Fund). This project will enhance our ability to scan, view, print, publish and store paper documents in an electronic format. Some outdated workstations and monitors have been replaced and the next step is to replace the city hall copier with a machine capable of scanning and connecting to our network. There was \$12,000 budgeted for this portion of the project.

Bids have been secured from four different vendors for machines that meet the specifications required to fully implement a document management system. As part of the bid process, we required vendors to include the price of a maintenance contract in order to determine the total cost of ownership over a five-year period. Our recommendation to award the bid is based on this total cost of ownership.

IT WAS MOVED BY SCHRAUBEN and supported by VALENTINE to accept the bid from Hassellbring-Clark for a Canon IR C5250 copy machine at a cost of \$10,879 and authorize the City Manager to enter into a five-year maintenance agreement.

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

B. **CITY HALL HVAC UPGRADES**

City Manager Howe has been working with EnerTemp, Inc., the contractor that installed and has maintained the control systems for our heating and cooling system at city hall, to make energy saving modifications to the system. They have identified several improvements that could save as much as 25 percent on our energy costs. The City has obtained a grant from the Look Memorial Committee to pay for the project. In discussion with EnerTemp, Inc., a portion of the project will include general plumbing work that they will subcontract. They have agreed to seek and secure a subcontract with a local vendor.

IT WAS MOVED BY ELLISON and supported by HALL to authorize the City Manager to contract with EnerTemp, Inc., for an amount not to exceed \$12,000 to make energy saving modifications to the city hall heating and cooling system.

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

C. **WATER TOWER COMMUNICATION LINK**

Water Superintendent Brian VanVeelen has secured four bids to install radio frequency equipment at the west water tank and the water treatment plant that will eliminate a dedicated line that is used to

provide water level information from the tank back to the water treatment plant. The bids are Chrouch Communications \$8,485.45, J.D. Galloup Company \$10,814.00, R.S. Technical Services, Inc. \$17,600.00 and West Michigan Instrumentation Systems \$22,640.00.

Installation of this equipment will eliminate the dedicated line which has been costing between \$300 and \$600 per month over the past seven years. This project was anticipated in the capital budget of the Water Fund.

IT WAS MOVED BY SCHRAUBEN and supported by HALL to accept the bid from Chrouch Communications of \$8,485.45 for the installation of radio equipment at the west water tank and the water treatment plant.

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

D. APPROVAL OF THE 2013 MEETING DATES

IT WAS MOVED BY ELLISON and supported by HALL to approve the 2013 meeting dates as presented.

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

8. COUNCIL COMMENTS

Councilmember Hall stated the Planning Commission met and reviewed the signage ordinance with recommendations from the City Planner. The Downtown Historic District Commission meeting was cancelled.

Councilmember Schrauben stated the Airport Board met and discussed Capital Improvements, Parks and Recreation Commission met on December 18 and Lowell Area Recreation Authority will meet on December 12. Schrauben thanked the Lowell Department of Public Works on behalf of LARA for their assistance on a drive way issue for the trails. He also acknowledged Joy Smith on being selected as Kent District Library's Volunteer of the Year and what a great staff we have at our library.

Councilmember Valentine stated the Fire Authority did not meet in November.

Councilmember Ellison stated none of her boards have met but did note the plans for the Riverwalk design will be posted for public review when they are completed.

Mayor Hodges stated Lowell Light and Power will be meeting on December 13th and the Lowell Area Chamber of Commerce Board will not meet this month so everyone can attend the Ambassador Breakfast on December 12 at Impact Church at 7:30 a.m. The Look Memorial Fund Committee approved \$29,700 in grants at their November 28th meeting. And Santa is in town so check the Lowell Area Chamber of Commerce website (www.lowellchamber.org) for the schedule.

9. MANAGER'S REPORT.

1. The Planning Commission will be meeting on the second Monday of each month at 7 p.m. in the council chambers beginning in 2013.
2. A successful town hall meeting to inform potential building owners of the Rental Rehabilitation Program was held on November 27th. About 30 people attended and several have come forward since the meeting to express serious interest in the program.
3. A final draft of the bid specifications for removing lime from the drying beds at the water treatment plant will be completed this week. Bids will be due in December which are planned to be brought to the Council on the January 7, 2013 meeting.
4. Howe, Chief of Police Getzen and DPW Director DesJarden are reviewing the flow of truck traffic on Monroe Street and related safety issues. Police Chief Barry Getzen explained a proposal for altering the truck routes to increase safety. With the consensus from the council the next step will be to discuss the proposed route with local business owners and property owners.

The Council gave their consensus for the truck traffic proposal as presented.

10. **APPOINTMENTS.**

No appointments were made.

11. **CLOSED SESSION**

A. Union Negotiations

IT WAS MOVED BY ELLISON and supported by HALL to move to closed session at 7:45 p.m. as allowed under the Open Meeting Act MCL 15.268 (c) to discuss union negotiations.

YEA: Councilmembers Ellison, Hall, Schrauben, Valentine and Mayor Hodges.

NAY: 0. ABSENT: 0. MOTION CARRIED.

Council returned to open session at 8:55 p.m.

IT WAS MOVED BY ELLISON to adjourn at 8:56 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Betty R. Morlock, City Clerk