

**PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL  
TUESDAY, SEPTEMBER 2, 2014, 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 roll was called by Treasurer Suzanne Olin.

Present: Councilmembers Jeff Altoft, Sharon Ellison, Jim Hall, Matt Mayer and Mayor Jim Hodges.

Absent: None.

Also Present: City Manager Mark Howe, Treasurer Suzanne Olin, Chief of Police Steve Bukala, DPW Director Dan DesJarden and Lowell Light and Power General Manager Greg Pierce

2. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY ELLISON and seconded by HALL to approve the agenda as written.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

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

IT WAS MOVED BY ELLISON and seconded by HALL to approve the regular minutes of the August 18, 2014 meeting as corrected.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

IT WAS MOVED BY ELLISON and seconded by HALL to approve the worksession minutes of the August 25, 2014 meeting as written.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

4. **APPROVAL OF THE ACCOUNTS PAYABLE.**

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

YES: Councilmembers Altoft, Ellison, Hall, Mayer and Mayor Hodges.

NO: 0. ABSENT: 0. MOTION CARRIED.

**BILLS AND ACCOUNTS PAYABLE (09/02/2014)**

General Fund	\$16,323.32
Downtown Development	6,219.61
Wastewater Fund	3,542.44
Water Fund	3,262.94

Equipment Fund	4,436.75
Current Tax Collection	3,765.14

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

Peggy Covert, 982 N. Washington expressed concern with Lowell Light and Power and an electrical line that is not buried at the correct depth according to policy and public safety. Also, she requested the Light and Power meetings be placed onto “You Tube” as the City Council and Planning Commission meetings.

Water Treatment Plant Superintendent Brian VanVeelen congratulated Ralph Brecken on his award from American Water Works Association. Approximately one year ago he built a chlorine scale for the WTP and was honored with the “Gimmicks and Gadgets Award.” He finished third in the National Competition and has been invited to Atlanta where he will be presented with \$300 and a third place plaque. Brecken will be highlighted in the October issue of the Opt Flow magazine. In 2006, Brecken entered into the same competition with a hydraulic lift where he finished first in the State.

6. **OLD BUSINESS.**

- A. **Strategic Plan Update.** An updated report was provided. City Manager Mark Howe commented on the Street Asset Management Plan. We are meeting with our engineer from Williams & Works and the Grand Valley Metro Council to gather the information needed to present several scenarios for long-term street improvements. The scenarios will show the impact on remaining services life (RSL) of the system over an extended period based on different annual funding levels. Further discussion can be held during a worksession meeting.

Prein & Newhoff has completed a report regarding the Inflow Infiltration Mitigation. This analyzes whether or not it will be most cost effective to upgrade equipment at the current lift station or move the lift station and replace the force main between the lift station and the wastewater treatment plant. We had a preliminary discussion during the August 25 workshop and will have Prein & Newhoff present their findings to you at a September workshop.

The Downtown Development Plan held its second stakeholder meeting on August 26, 2014.

Councilmember Altoft wanted “Old Business” added to the agenda. He wanted an update on the electrical issue at the BP Gas Station. Howe read from the City Managers report stating “during your previous meeting there was discussion about underground wires and the Lowell Light and Power policy. I have since had discussion with Greg Pierce and they are reviewing their policy, working with city attorney Dick Wendt and will be reporting on their conclusions and any actions in the next few weeks”.

IT WAS MOVED BY ALTOFT and seconded by Mayer to put “Old Business” back on the agenda in its previous form.

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

7. **NEW BUSINESS**

- A. **Resolution 16-14, Light & Power Installment Purchase Agreement.**

Lowell Light and Power will be purchasing a used truck to execute a service agreement with Lowell Energy AD to haul manure to the bio-digester facility. They have worked with Huntington Bank to

negotiate an installment purchase agreement in which the bank will loan \$45,000 to Light & Power that will be paid back over three years at an interest rate of 2.8802 percent.

Altoft questioned if this was a complete truck or would there be additional equipment added and who would be driving the truck. Lowell Light and Power General Manager Greg Pierce stated a Light and Power employee would be driving it. Pierce stated the truck would run six days a week and tapering off as necessary.

Peggy Covert of 982 N. Washington was concerned about additional expenses regarding the truck and the hauling of manure for the bio-digester.

Allen Teelander of 802 Hunt Street commented on his letter to the editor he submitted last fall which pertained to questions he had regarding the bio-digester. He had many concerns regarding financing, insurance liability and spills.

Howe explained Lowell Light & Power has a contract with LEAD (bio-digester). LEAD is paying Light and Power to do the hauling. This would provide revenue to pay off the cost of the truck, employee time and other expenses associated. The rate is based on the cost of expenses. Covert clarified Light & Power will own the truck but the expenses will be taken care of by the contract.

IT WAS MOVED BY ELLISON and seconded HALL to adopt Resolution 16-14 installment purchase agreement to finance the cost of a truck, authorizing execution of said installment purchase agreement and authorizing the undertaking of all other necessary and required acts in connection with the financing thereof. (Wording should be corrected changing police vehicle to truck vehicle.)

YES: Councilmember Ellison, Hall, Mayer and Mayor Hodges.

NO: Councilmember Altoft. ABSENT: None. MOTION CARRIED.

B. Larkin's Restaurant – Chili Cook-Off Special Event Permit.

Larkin's Restaurant is requesting the use of city property for a special event on October 11, 2014 for the 13<sup>th</sup> Annual Chili Cook Off. We have reviewed the permit and are recommending approval.

IT WAS MOVED BY HALL and seconded by MAYER to approve the Special Event Permit for Larkin's Restaurant to close Broadway Street from south of the Post Office to Main Street on October 11, 2014, from 7 a.m. to 7 p.m.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

C. HydroDesigns Cross Connection Program Contract.

We have previously contracted with HydroDesigns of Troy, Michigan, to conduct our commercial/industrial cross connection control program. Cross connections are those areas within the water system where there is a risk for water outside of the system to enter back into the system.

HydroDesigns has given us a proposal to continue their contract for a three-year period at the same rate they are currently charging.

IT WAS MOVED BY ELLISON and seconded by HALL to authorize the City Manager to execute a three-year agreement with HydroDesigns to conduct the commercial/industrial cross connection program.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

## 8. **COUNCIL COMMENTS.**

Councilmember Mayer questioned the monthly budget reports. He requested the beginning and ending balances of each fund. Mayer liked the idea of having “Old Business” on the agenda.

Councilmember Altoft congratulated Ralph Brecken and the water department. They all do a great job. Altoft did not understand why the water and sewer department are currently understaffed when they are a department that does not come out of the General Fund. He also referred to the fire hydrant near his residence that has been out of service for almost a year. Altoft agreed with Mayer regarding the budget and wanted a beginning and ending balance for each department. Altoft also stated city funds should be spent to beautify the entire downtown development along Main Street. Councilmember Hall noted the significant repair being done on Fremont and Jefferson Streets.

Councilmember Hall attended the DDA Stakeholder meeting.

Councilmember Ellison stated the Arbor Board will be meeting on September 8, 2014. The LCTV Endowment Board will be meeting in January. The Downtown Historic District Commission discussed historic signage. Ellison commented she did not feel the need to bring every issue to a Council meeting but rather call the City Manager and discuss the issue, knowing it will be resolved. Such issues wouldn't be a policy problem but rather a concern that a citizen has brought forth. Ellison did like the idea of bringing “Old Business” back onto the agenda.

Mayor Hodges commented on the City Council being challenged by the Lowell Light and Power Board regarding the ALS Ice Bucket Challenge. Hodges and Ellison opted to make a payment to ALS. He also noted Pink Arrow Pride is this weekend and encouraged everyone to get involved.

## 9. **MANAGER'S REPORT**

1. Approximately 30 people attended the second stakeholders meeting for the Downtown Development Plan. The staff from Williams & Works and Verdis Design presented draft concepts for the group to review. We will also set up a web page and take public input through the end of September.
2. Running concurrently with the Downtown Development Plan we will be conducting an in-depth parking study to review current and future parking needs for the downtown.
3. During your previous meeting there was discussion about underground wires and the Lowell Light & Power policy. I have since had discussion with Greg Pierce and they are reviewing their policy, working with city attorney Dick Wendt and will be reporting on their conclusions and any actions in the next few weeks.
4. A storage shed has been delivered for the equipment at the Shepard Street tower. He thanked the DPW, Police Chief Steve Bukala and DPW Director Dan Desjarden for their work on the project. John Timpson donated his time on the project as well.

5. The City was the third place finisher in a national competition of “Gimmicks and Gadgets” that Ralph Brecken built. He congratulated the entire water department.
6. The city is at the point where the tower next to the old LCTV building can be removed. Howe requested the City go out for bid for the removal and purchase of the tower. By general consensus, the Council agreed.
7. Workshop meetings have been scheduled for September 17 and 29 at 6:00 p.m.
8. Dan DesJarden provided an official notice that he will be retiring as the Director of Public Works effective May 15, 2015. Upon his retirement he will have completed 33 years with the City of Lowell. Dan has been an exemplary member of our leadership team. His strong work ethic, dedication to public service, and knowledge of the city will be greatly missed.

10. **APPOINTMENTS.**

IT WAS MOVED BY ELLISON and seconded by Mayer to approve the appointments of James Zandstra to the Planning Commission with a term expiring June 30, 2016 and Kelli Carney to the Planning Commission with a term expiring June 30, 2015.

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

IT WAS MOVED BY ELLISON to adjourn at 8:03 p.m.

DATE:

APPROVED:

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James W. Hodges, Mayor

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Susan S. Ullery, Deputy City Clerk