

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
TUESDAY, SEPTEMBER 8, 2015, 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 City Treasurer Suzanne Olin.

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

Absent: Councilmember Jim Hall.

Also Present: City Manager Mark Howe, City Treasurer Suzanne Olin, Police Chief Steve Bukala and Interim DPW Director Ron Woods.

2. **EXCUSE OF ABSENCE.**

IT WAS MOVED BY ELLISON and seconded by ALTOFT to excuse the absence of Councilmember Hall.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

3. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY ELLISON and seconded by MAYER to approve the agenda as presented.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED

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

IT WAS MOVED BY ELLISON and seconded by MAYER to approve the regular minutes of the August 17, 2015 meeting be approved as amended.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

IT WAS MOVED BY ELLISON and seconded by ALTOFT to approve the work session minutes of the August 24, 2015 meeting as written.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

5. **APPROVAL OF THE ACCOUNTS PAYABLE.**

Councilmember Altoft questioned the payment to the Pennsylvania Turnpike toll for \$71.70. Police Chief Steve Bukala stated he traveled to pick up equipment that was paid for through the 1033 program. Altoft requested the total expenses for the trip. He also asked if another motorcycle was purchased. Bukala responded yes. One was traded to another police agency. It could not be sold because it is federal equipment. Altoft requested pictures be brought in next month for public viewing.

IT WAS MOVED BY ALTOFT and seconded by ELLISON to approve the accounts payable as presented.

YES: Councilmembers Altoft, Ellison, Mayer and Mayor Hodges. NO: None.

ABSENT: Councilmember Hall. MOTION CARRIED.

BILLS AND ACCOUNTS PAYABLE (09/08/2015)

General Fund	\$76,995.66
Major Street Fund	\$8,022.24
Local Street Fund	\$2,982.14
Historical District	\$3,750.00
Downtown Development Fund	\$3,450.04
Designated Contributions	\$20.97
Airport Fund	\$4,733.55
Wastewater Fund	\$82,891.57
Water Fund	\$19,479.44
Data Processing Fund	\$7,759.38
Equipment Fund	\$826.48
Current Tax Collected	\$348,834.73

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.

Kelly Bishop of 328 N. Jefferson questioned the repaving of N. Jefferson up to Attwood. Mayor Hodges believed this was planned for the summer of 2016. City Manager Howe noted this would be discussed later in the meeting.

7. OLD BUSINESS.

- a. Strategic Goals Report. City Manager Howe stated a five year plan has been submitted for consideration and adoption at this meeting. Once adopted, this goal will be completed. Also, Prein & Newhoff met with staff recently to go over the data that was collected. A report will be issued in the near future with a presentation to the council.
- b. Pending Council Projects Report. Howe noted a tentative date of September 21, 2015 has been established for the removal of the downtown tower.

Councilmember Altoft questioned the water lines freezing in the winter time. Is this being addressed? Howe stated there were problems with lines freezing two winters ago. Notices were sent to residents to run their water at a trickle. The City deducted this usage from their water bill. Two years ago when it was very cold, we ended up finding more areas where homeowners were experiencing freezing. These addresses are marked on a map. Howe explained it seems many of these issues are with the connections not necessarily the water main.

8. NEW BUSINESS

- a. 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 10, 2015 for the 14th Annual Chili Cook Off. The permit has been reviewed and it is recommended for approval.

IT WAS MOVED BY ALTOFT 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 10, 2015, from 7 a.m. to 7 p.m.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

b. MERS Annual Meeting Officer Delegate.

The 2015 Municipal Employees' Retirement (MERS) Annual Meeting is being held this year on October 8 – 9, 2015 at the Amway Grand Hotel, Grand Rapids. Council needs to appoint an Employer Delegate and Alternate to the Annual Meeting. Ballots were distributed to the employees and they selected Donald DeJong as their delegate and Megan Keyser as their alternate to represent the City of Lowell Employees.

IT WAS MOVED BY ELLISON and seconded by MAYER to appoint Mark Howe as the Employer Delegate and Greg Pierce as the Employer Alternate for the 2015 MERS Annual Meeting.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

c. City of Lowell Community Facilities Report.

Earlier this year Council requested that the City develop a City of Lowell Community Facilities Report outlining the facilities owned and operated by the City of Lowell for the benefit of the greater community.

The report has been completed and presented for Council's information.

Councilmember Ellison questioned if it was possible to have a breakdown of expenses for each park.

Ellison also requested City Hall be added to the list.

d. Five-Year Street Plan.

A Five-Year Street Plan has been completed, which was presented for Council consideration and approval. The plan is a working document which will need to be reviewed on a regular basis as new information is gathered.

In developing the plan and prioritizing projects, the following criteria are considered:

- Current surface condition and the most economic means of extending the useful life.
- Whether the street serves community facilities such as manufacturers, businesses, churches, schools and other public buildings or spaces (such as parks).
- Whether the street serves as a primary residential connector to major streets or highways.
- Current or future plans for water and/or sewer improvements.

The plan also provides very rough estimates which total more than \$1.5 million over the next five years. Estimates in the plan are very broad in nature and become more focused as we get closer to pre-design, design and finally bidding the project. These initial estimates do not include any curb and gutter work

that may be needed, additional storm water drainage, or utility improvements such as water or sewer lines.

IT WAS MOVED BY ELLISON and seconded by MAYER to adopt the Five-Year Street Plan for 2015-2019.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

e. Washington/Jefferson/Jackson Streets Project.

Four bids were received for the Washington/Jefferson/Jackson Streets Project. The project includes pavement removal and resurfacing of the single blocks of Washington, Jefferson and Jackson Streets between Main and Avery Streets. It also includes sewer repair work at the intersection of Jefferson and Avery and on Jackson Street. In addition, it includes new water main on Jackson Street from Main to Avery Streets.

Bids are as follows:

- CL Trucking & Excavating \$ 236,696.00
- Wyoming Excavators \$ 252,083.00
- Olin Excavating \$ 266,614.00
- Crawford Contracting \$ 274,779.75

The City is recommending the Council approve the bid from CL Trucking and Excavating. The company has completed several successful projects for the City of Lowell, the most recent being the street and utility work on North Center and Heffron in 2011.

IT WAS MOVED BY ELLISON and seconded by MAYER that the Lowell City Council accept the bid from CL Truck & Excavating for the Washington/Jefferson/Jackson Streets project in the amount of \$236,696.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

f. Grove/High Streets Project.

The City received four bids for the Grove/High Streets Project. The project includes milling and installing new asphalt on North Grove to High Street, then High Street to James Street.

Bids are as follows:

- CL Trucking & Excavating \$ 68,059.00
- Olin Excavating \$ 81,116.00
- Wyoming Excavators \$ 95,940.00
- Michigan Paving \$ 97,450.00

It is recommended that the Council approve the bid from CL Trucking and Excavating. The company has completed several successful projects for the City of Lowell, the most recent being the street and utility work on North Center and Heffron in 2011.

IT WAS MOVED BY ELLISON and seconded by ALTOFT that the Lowell City Council approve the bid from CL Trucking and Excavating for the Grove/High Streets Project in the amount of \$68,059.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

g. Equipment Purchases.

The City is ready to move forward with equipment purchases based on the plan for the current fiscal year. Interim Director of Public Works Ron Woods provided a memo outlining the current requests.

IT WAS MOVED BY ELLISON and seconded by MAYER that the Lowell City Council authorizes the purchase of a Side Wing Blade, Pickup Truck and Underbody Scraper using the MiDEAL pricing.

YES: 4. NO: 0. ASBSENT: 1. MOTION CARRIED.

h. LCTV Distribution.

At the request of the LCTV Fund advisory committee the Council committed to giving them prior notice of the amount that will be available for distribution. Howe recommended that all of the spendable balance in the fund be made available to the committee so that the Council can receive their recommendations for the 2015-16 fiscal year.

IT WAS MOVED BY ELLISON and seconded by ALTFOT that the Lowell City Council authorizes all of the spendable balance of the LCTV Fund for the 2015-16 fiscal year to be available for recommendations from the LCTV Fund advisory committee.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

i. WTP Valve Replacement.

Interim Director of Public Works Ron Woods provided a memo outlining the need to replace a backwash valve at the Water Treatment Plant. Three quotes were obtained for the valve replacement but since there is not enough budgeted for this repair, approval is necessary.

Quotes received are:

- Galloup \$ 6,278.00
- Oudbier Instrument Co. \$ 7,065.00
- Harper Industrial Construction \$ 10,970.00

For reasons explained in the memo, it is recommended the quote from Oudbier Instrument Company be approved.

IT WAS MOVED BY ELLISON and seconded by ALTOFT that the Lowell City Council approve the quote from Oudbier Instrument Company for valve replacement at the Water Treatment Plant in the amount of \$7,065.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

9. **COUNCIL COMMENTS.**

Councilmember Mayer stated the Fire Authority will meet on September 14, 2015 at 3:30 p.m.

Councilmember Altoft stated none of his boards have met this month. He noted it was a busy weekend in town. Altoft also hoped to see everyone at the Pink Arrows Football game on September 11, 2015.

Councilmember Ellison stated none of her boards have met this month. She commented on the first day of school. Ellison commented on the pink arrow t-shirts and hoped to see others at the event.

Mayor Hodges stated Lowell Light and Power will meet on September 10, 2015. The Chamber of Commerce met on September 8, 2015. There was discussion about downtown summer time merchants. Business was better this summer than many others. There was also discussion about their annual meeting which was moved to May. There is talk about moving back to February at the Grand Volute. They discussed options for awards to be given to various businesses within the community. Look Memorial Fund will meet later in the fall. Hodges also reminded everyone about the work session which will be held on September 29, 2015 at 6:00 p.m. The townships are invited as well.

10. **CITY MANAGER REPORT.**

1. The temporary parking lot off South Monroe has been completed. The City removed the cement block building, graded the base and installed asphalt millings. Special thanks to the public works crew for making this a priority and getting the job done. Main Street BBQ had a “soft opening” and is scheduled to open on Thursday. A sign will be placed indicating this is a temporary parking lot.
2. The City scheduled another street sweeping which was completed last week. Moving forward, Howe believed the City should continue to budget for at least four sweepings per year.
3. Much time has been spent during the past few weeks finalizing the financial reports for the 2014-15 fiscal year in preparation for the auditors. They were here last week doing field work.
4. The consultants are moving forward with the final recommendations on the downtown parking analysis that was commissioned by the downtown development authority. A final report should be available this fall.
5. A special board/commission workshop is scheduled for September 29, 2015, at 6 p.m. in the council chambers. The workshop will focus on open meetings’ act requirements, parliamentary procedure and other basic public meeting topics. All of the members of the city’s boards and commissions as well as board and commission members from Lowell and Vergennes townships have been invited.
6. Howe received a call from the Fire Authority who has been looking at repairing the parking lot at the fire station. There was some discussion that a portion of the lot is used by the City. Bids were sought for crack sealing and patching. The lowest bid came in at \$5,600. The City will have to pay for about \$2,800 of this. Howe believed there was enough money set aside for the airpicks. There will be some savings because of the grant.

11. **APPOINTMENTS.** At this time all appointments are filled.

IT WAS MOVED BY ELLISON and seconded by MAYER to adjourn at 8:03 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Susan Ullery, City Clerk