

**PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL  
MONDAY, OCTOBER 19, 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 Clerk Susan Ullery.

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

Absent: None.

Also Present: City Manager Mark Howe, City Clerk Susan Ullery, Police Chief Steve Bukala and City Treasurer Suzanne Olin.

2. **APPROVAL OF THE AGENDA.**

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

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

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

IT WAS MOVED BY ELLISON and seconded by ALTOFT to approve the regular minutes of the October 5, 2015 meeting as written.

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

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

Councilmember Mayer questioned the check payable to the "State of Michigan" referencing "IFT". City Treasurer Suzanne Olin stated this is industrial facility tax.

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

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

ABSENT: None. MOTION CARRIED.

**BILLS AND ACCOUNTS PAYABLE (10/19/2015)**

General Fund	\$51,218.09
Major Street Fund	\$923.47
Local Street Fund	\$2,121.80
Downtown Development Fund	\$1,194.63
Designated Contributions	\$8.39
Airport Fund	\$4,396.48
Wastewater Fund	\$12,099.44
Water Fund	\$19,029.64
Data Processing Fund	\$2,812.68

Equipment Fund	\$1,693.72
Current Tax Collected	\$33,410.67
Look Fund	\$3,601.44

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

Chief Bukala introduced the department's newest part-time police officer, Sharon Braun.

Mayor Hodges introduced Jordan Meyer from Lowell High School. He is researching city government for school and is present to witness these proceedings.

Roger LaWarre of 681 Birchwood Court and also co-chairman of the Compensation Commission presented their report to the Council. The Council is greatly appreciated and they are doing a great job.

Katherine Henry introduced herself. She is running for the 86<sup>th</sup> House of Representatives.

Tony Ellison of 407 N. Division responded to comments made from Councilmember Mayer over the last several council comments.

6. **OLD BUSINESS.**

- a. Strategic Goals Report. No new information was provided.
- b. Pending Council Projects Report. The downtown tower removal was completed on October 12<sup>th</sup> and 13<sup>th</sup>. By general consensus, the Council agreed this item could be removed.

7. **NEW BUSINESS**

- a. Grand River Revitalization Project Presentation. Wendy Ogilvie, Director of the Environmental Programs for the Grand Valley Metro Council, presented background information and an update on the work being done in Grand Rapids to "restore the rapids" in the downtown area.
- b. Downtown Clock Repairs and Upgrades. A quote was received from The Verdin Company to repair and upgrade the clock mechanisms and covers of the downtown clock located at the corner of Main and Water Streets. If approved Verdin would install a new two-way pulse timepiece, new sets of hands and two new lexan covers for \$4,580. A price was also received to convert the current lighting to LED lights. However, this is not recommended at this time. Verdin is the sole source provider for this work.

The City plans to ask the Downtown Development Authority to fund this project when they meet in November but we would like to have Verdin schedule the repair and have it completed as soon as possible. That would mean a commitment to fund it through the General Fund, which could be necessary if the DDA does not approve the funding. The expense can be covered in the General Fund with budgeted contingencies.

Councilmember Ellison noted the clock is almost 20 years old and this is the first time we have had to do any type of repair. She wanted to see the DDA fund this expense if at all possible. She would be in favor of using General Fund dollars if the DDA was unable to help.

IT WAS MOVED BY ELLISON and seconded by ALTOFT that the Lowell City Council approve the repair of the downtown clock with The Verdin Company at a cost of \$4,580.

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

Councilmember Altoft asked if this was the only company to repair such clocks. Howe responded yes. Verdin is the sole source provided for these clocks.

8. **MONTHLY REPORTS.** No comments were received.

9. **COUNCIL COMMENTS.**

Councilmember Mayer stated the Fire Authority is waiting for updated pricing from the county changing the cad specs for the software. Grants will also be sought for some new equipment. The authority hired Attorney Peter Letzmann on an on call capacity to advise the board on legal issues and future concerns. The next meeting will be on November 9<sup>th</sup>, 2015.

Councilmember Altoft attended the Airport Board meeting. The fixed base operator gave his 6 month resignation. A special meeting will be held on October 21, 2015 regarding this.

Councilmember Ellison stated the Arbor Board met. The fall tree planting project will include approximately 9 trees to be planted near Pebble Beach Apartments. The board also adopted tree planting guidelines that will be shared with the Planning Commission. Discussion was held regarding planting of trees on the city's portion of property that is located behind Walgreens. Coordination will be made with the township as well.

Mayor Hodges attended the Planning Commission meeting on October 12, 2015. It was an unofficial meeting as there was no quorum. There was discussion regarding the redevelopment liquor license process, and potential zoning and ordinance changes. Hodges noted the Chamber of Commerce met last week. Je added Girls Night Out was a success. The board announced that February 25, 2016 will be the annual dinner at The Grand Volute. Rotary will be sponsoring a "Candidates Debate" on October 22, 2015 at 7 p.m. at the school administration building. Lowell Light and Power Board met on October 15, 2015. Peter Heafner gave an update on the audit. High praises were received. A tribute to Jim Hall was also received. Hodges noted he attended the MMEA legislative lunch on September 16<sup>th</sup>, 2015. The bio-digester continues to improve. Light and Power staff was involved with the Harvest Festival. The Look Committee will receive grant requests until October 30<sup>th</sup>, 2015 at 4:00 p.m. November 18<sup>th</sup>, 2015 will be Dr. Gerard's and Barb Brown's last meeting serving on the Look Committee. Tim Van Laan will be appointed to the committee and Chris Godbold with serve as chair. The upcoming "Coffee with Council" will be at the Lowell Senior Neighbors Center at 314 S. Hudson on November 7<sup>th</sup>, 2015 from 8 a.m. to 10 a.m.

10. **CITY MANAGER REPORT.**

1. The Washington/Jefferson/Jackson streets project is wrapping up. We have been fortunate that the weather has cooperated allowing the project to be completed ahead of schedule. In addition, the North Grove/High streets project is also near completion.
2. The crush and shape on North Washington has been completed. As it turns out, the original asphalt varied from an inch to three inches which means that the milling machine was often picking up gravel base along with the asphalt.

3. Ron Woods took our public works crew to the annual snow plow rodeo held this past week. Joe Baker and Ralph Brecken participated in the driving course. There was also a lot of great information that was shared and brought back to Lowell to help improve our operations.
4. The Fixed Base Operator at the Lowell Airport has given us a six-month notice that he will be terminating the contract with us. The airport manager and airport board are working on this issue and will be developing recommendations.
5. The fire hydrant painting project cost approximately \$21.34 per hydrant compared to \$100 per hydrant the last time they were painted. Thanks to Jeff VanSetters for sprucing up the town and saving money at the same time. Fast fact: there are 277 fire hydrants in the city.
6. The Police Department received a grant from the Lowell Area Community Fund of more than \$8,000 to update the Livescan fingerprinting equipment and to purchase new Tasers. The Livescan update is a cooperative project with Lowell Area Schools.
7. City Clerk Sue Ullery has been working with a team to conduct interviews for the open Deputy Clerk position. Two rounds of interviews have been completed. A candidate has been selected and will be working on November 16.
8. The Community Clean Up will be held on October 24, 2015 from 9 a.m. to 12 p.m. This is a community collaboration that makes this successful.
9. A work shop was held with Attorney Peter Letzmann. He recommended that all of the boards and commission adopt "Rules and Procedures".
10. Since no topics have brought forward for the October 26 workshop, Howe suggested this be canceled. By general consensus, Council agreed.
11. **APPOINTMENTS.** Mayor Hodges stated there is a vacancy on the Council with the passing of Councilmember Hall. Three individuals applied as follows; Don Green, David Pasquale and Alan Teelander.

IT WAS MOVED BY ALTOFT and seconded by MAYER to nominate Allen Teelander.

YES: 2. (Councilmembers Altoft and Mayer)

NO: 2. (Councilmember Ellison and Mayor Hodges).

ABSENT: 0. MOTION FAILED.

IT WAS MOVED BY ELLISON and seconded by HODGES to nominate David Pasquale.

YES: 2. (Councilmember Ellison and Mayor Hodges)

NO: 2. (Councilmembers Altoft and Mayer)

ABSENT: 0. MOTION FAILED.

IT WAS MOVED BY ELLISON and seconded by HODGES to nominate Don Green.

YES: 2. (Councilmember Ellison and Mayor Hodges)

NO: 2. (Councilmembers Altoft and Mayer)

ABSENT: 0. MOTION FAILED.

City Attorney Richard Wendt explained the Council is not complying with the City Charter and the position should remain vacant.

IT WAS MOVED BY ELLISON and seconded by MAYER to adjourn at 8:05 p.m.

DATE:

APPROVED:

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James W. Hodges, Mayor

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Susan Ullery, City Clerk