

CITY OF LOWELL
CITY COUNCIL AGENDA
MONDAY, JANUARY 4, 2016, 7:00 P.M.

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. ELECTION OF OFFICERS AND ORGANIZATION
 - a. MAYOR
 - b. MAYOR PRO TEM
 - c. REVIEW AND ADOPTION OF COUNCIL RULES OF PROCEDURE
3. APPROVAL OF THE AGENDA
4. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. December 21, 2015 – Regular Meeting
 - b. December 21, 2015 – Council Training with Peter Letzmann
5. APPROVAL OF ACCOUNTS PAYABLE
6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
7. OLD BUSINESS
 - a. Strategic Goals Report
 - b. Pending Council Projects Report
 - c. Boards and Commissions
 - d.
8. NEW BUSINESS
 - a. Authorization of Signatures for City Bank Accounts and Designation of Depository Banks
 - b. Adoption of Budget Calendar
 - c. Grand Rapids Community College – Collection of Summer Property Taxes for 2016
 - d. Kent Intermediate School District – Collection of Summer Property Taxes for 2016
 - e. Discussion: Council Training and Information Schedule
 - f.
9. COUNCIL COMMENTS
10. MANAGER'S REPORT
11. APPOINTMENTS
 - a. Arbor Board (Councilmember), term expires upon expiration of council term
 - b. Downtown Development Authority Liaison, term expires 1/1/2018
 - c. Historic District Commission Liaison, term expires 1/1/2018
 - d. LCTV Endowment Fund (Councilmember), term expires upon expiration of council term
 - e. Light & Power Liaison, term expires 1/1/2018
 - f. Lowell Area Recreation Authority (Councilmember), term expires 11/15/2016

12. 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.



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RULES OF PROCEDURE FOR THE LOWELL CITY COUNCIL

A. REGULAR AND SPECIAL MEETINGS

All meetings of the City Council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

1. Regular meetings

Regular meetings of the City Council will be held on the first and third Monday of each month beginning at 7 p.m. at the City office unless otherwise rescheduled by resolution of the Council.

2. Special Meetings

A special meeting shall be called by the Clerk upon the written request of the Mayor or any two members of the Council on at least 24 hours' written notice to each member of the Council served personally or left at the Councilmember's usual place of residence. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the Council unless the item has been stated in the notice of such meeting.

3. Posting requirements for regular and special meeting

- a. During the second regular meeting of December, the City Council will establish the dates, times and places of the regular bimonthly Council meetings. The listing will be posted in the City offices.
- b. For a rescheduled regular or a special meeting of the Council, a public notice stating the date, time and place of the meeting shall be posted at least 18 hours before the meeting at the City office.
- c. The notice described above is not required for a meeting of the Council in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the members of the Council determine that delay would be detrimental to the City's efforts in responding to the threat.

4. Minutes of regular and special meetings

The Clerk shall attend the Council meetings and record all the proceedings and resolutions of the Council in accordance with the Open Meetings Act. In the absence of the Clerk, the City Manager may appoint a member of City staff to temporarily perform the Clerk's duties.

Within 15 days of a Council meeting, a synopsis showing the substance of each separate decision of the Council or the entirety of the Council proceedings shall be prepared by the Clerk and shall indicate the vote of the Councilmembers. It shall be published in a newspaper of general circulation in the City.

A copy of the minutes of each regular or special Council meeting shall be available for public inspection at the City offices during regular business hours.

5. Study Sessions

Upon the call of the Mayor or the Council and with appropriate notice to the Councilmembers and to the public, the Council may convene a work session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion nor shall any Councilmember enter into a formal commitment with another member regarding a vote to be taken subsequently.

B. CONDUCT OF MEETINGS

1. Meetings to be public

All regular and special meetings of the Council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the Council shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

The City Clerk shall record all regular and special City Council meetings by audio device. Upon approval of that meeting's minutes, the audio shall be destroyed except in the absence of a video. The meetings shall be videoed. These will be stored electronically and available to the public for reviewing.

2. Agenda preparation

An agenda for each regular Council meeting shall be prepared by the City Manager with the following order of business:

- a. Call to Order; Pledge of Allegiance, Roll Call
- b. Approval of the Agenda

- c. Approval of Minutes from the Preceding Regular and/or Special Meetings
- d. Approval of Accounts Payable
- e. Citizen Comments for Items Not on the Agenda
- f. Old Business
- g. New Business
- h. Monthly Reports (prepared for the second regular meeting of the month)
- i. Council Comments
- j. Manager's Report
- k. Appointments to Commissions and Boards
- l. Executive Session
- m. Adjournment

Any Councilmember shall have the right to request new/additional items to the regular agenda during the Approval of the Agenda item of business.

3. Agenda distribution

Agendas shall be distributed so that Councilmembers receive their agendas by the Friday evening before the Monday meeting. Agendas will be distributed to Councilmember's place of residence.

4. Quorum

A majority of the elected or appointed and serving members of the Council shall constitute a quorum for the transaction of business at all council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

5. Attendance at council meetings

Election to the City Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Council activities and represent the residents of the City. Attendance at Council meetings is critical to fulfilling this responsibility.

The Council may excuse absences for cause. Such cause must be communicated with the clerk prior to the meeting. If a Councilmember has more than three unexcused successive absences for regular or special Council meetings, the Council may enact a resolution of reprimand. In the event that the member's absences continue for more than three additional successive regular or special meetings of the Council, the Council may enact a resolution of censure or request the Councilmember's resignation or both.

6. Presiding officer

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The Mayor is the presiding officer. The Mayor Pro Tem shall preside in the absence of the Mayor. In the absence of the Mayor and Mayor Pro Tem, the member present who has the longest consecutive service on the Council shall preside.

7. Disorderly conduct

The Mayor may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than allotted time or speaking vulgarities. Such person shall be seated until the chair determines whether the person is in order.

If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the Council. If the person shall continue to be disorderly and disrupt the meeting, the chair may order the sergeant at arms to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

C. CLOSED MEETINGS

1. Purpose

Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:

- a. To consider the dismissal, suspension or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting. MCL 15.268 Sec. 8(a)
- b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing. MCL 15.268 Sec. 8(c)
- c. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. MCL 15.268 Sec. 8(d)
- d. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council. MCL 15.268 Sec. 8(e)
- e. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting. MCL 15.268 Sec. 8(f)
- f. To consider material exempt from discussion or disclosure by state or federal statute. MCL 15.268 Sec. 8(h)

2. Calling closed meetings

At a regular or special meeting, the Councilmembers, elected or appointed and serving, may call a closed session by a two-thirds roll call vote for purposes (c), (d), (e) and (f) above, and by a simple majority for purposes (a) and (b). The roll call vote, the purpose(s) for calling the closed meeting, and the time in which the vote was taken shall be entered into the

minutes of the open session during which the vote is taken. In addition, the time in which the Council returned to open session shall be recorded in the open session minutes.

3. Minutes of closed meetings

A separate set of minutes shall be taken by the Clerk or the designated secretary of the Council at the closed session. These minutes will be retained by the Clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Open Meetings Act. These minutes shall be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

D. DISCUSSION AND VOTING

1. Rules of parliamentary procedure

The rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable, provided that they are not in conflict with these rules, City ordinances or applicable state statutes. The Mayor may appoint a parliamentarian.

The chair shall preserve order and decorum and may speak to points of order in preference to other Councilmembers. The chair shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the Councilmembers present.

Any member may appeal to the Council a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the presiding officer may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The question shall be, "Shall the decision of the chair be sustained?" If the majority of the members present vote "aye," the ruling of the chair is sustained; otherwise it is overruled.

2. Conduct of discussion

During the Council discussion and debate, no member shall speak until recognized for that purpose by the chair. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone and avoid interjecting a personal note into debate.

No member shall speak more than once on the same question until every member desiring to speak to that question shall have had the opportunity to do so.

The chair, at his or her discretion and subject to the appeal process mentioned in Section D.1., may permit any person to address the Council during its deliberations.

3. Ordinances and resolutions

No ordinance, except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code or an ordinance adopting a code of ordinances, shall relate to more than one subject, and that subject shall be clearly stated in its title.

A vote on all ordinances and resolutions shall be taken by a roll call vote and entered in the minutes unless it is a unanimous vote. If the vote is unanimous, it shall be necessary only to so state in the minutes, unless a roll call vote is required by law or by Council rules.

4. Roll call

In all roll call votes, the names of members of the Council shall be called in alphabetical order with the Mayor being called last.

5. Duty to vote

Election to a deliberative body carries with it the obligation to vote. Councilmembers present at a Council meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. A Councilmember who is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting.

Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the City Attorney shall be binding on the Council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the City Attorney.

The right to vote is limited to the members of Council present at the time the vote is taken. Voting by proxy or by telephone is not permitted.

All votes must be held and determined in public; no secret ballots are permitted.

6. Results of voting

In all cases where a vote is taken, the chair shall declare the result.

It shall be in order for any Councilmember voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the Council. When a motion to reconsider fails, it cannot be renewed.

E. CITIZEN PARTICIPATION

1. General

Each Council meeting agenda shall provide for reserve time for citizen comments as requested.

2. Length of presentation - public hearings and public participation

Members of the public at the meeting shall not speak unless recognized by the chair. Members of the public shall be limited to speaking for a maximum of five (5) minutes during any public hearing or public comment. A person representing a group and speaking on behalf of same shall be allowed ten (10) minutes to address the Council. The Clerk shall notify the chair when time has expired.

At the discretion of the chair, the time for speaking may be added or reduced.

3. Person addressing the City Council

Prior to addressing the Council, members of the public shall state their name and address and, if appropriate, group affiliation. The Council may in its discretion limit public comments to new information or matters not fully addressed at any previous meeting regarding the agenda item at issue. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.

4. Deviation

Either in his/her discretion, or upon the request of a member of the Council, the Mayor may recognize a member of the audience who shall be permitted to address the Council at a time other than audience participation; however, all other rules as provided herein shall apply.

5. Request to speak during citizen comments

Any person who wishes to speak on a subject not on the printed agenda may speak at this time. All rules of conduct still apply.

6. Requests to speak during regular agenda items

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.

F. MISCELLANEOUS

1. Adoption and amendment of rules of procedure

These rules of procedure of the Council will be placed on the agenda of the first meeting of the Council following the seating of the newly elected Councilmembers for review and adoption. A copy of the rules adopted shall be distributed to each Councilmember.

The Council may alter or amend its rules at any time by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.

2. Suspension of rules

The rules of the Council may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that Council actions shall conform to state statutes and to the Michigan and the United States Constitutions.

3. Bid awards

Bids will be awarded by the Council during regular or special meetings. A bid award may be made at a special meeting of the Council if that action is announced in the notice of the special meeting.

4. Special committees

Special committees may be established for a specific period of time by the Mayor or by a resolution of the Council which specifies the task of the special committee and the date of its dissolution.

5. Authorization for contacting the City Attorney

The following officials (by title) are authorized to contact the City Attorney regarding municipal matters:

Mayor and City Councilmembers
City Manager
City Department Heads (upon approval of the City Manager)

6. These Rules of Procedure shall apply except as otherwise provided by the City Charter and/or applicable state statutes.

G. CERTIFICATE OF ADOPTION

Certified to be complete and accurate set of Rules of Procedures of the City Council of the City of Lowell, Michigan adopted by resolution of its regular meeting held January 5, 2015.

Adopted: January 4, 2016

Susan S. Ullery
City Clerk
City of Lowell



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MEMORANDUM

TO: Lowell City Council
FROM: Mark Howe, City Manager
RE: Council Agenda for Monday, January 4, 2016

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

City Clerk Susan Ullery will call the meeting to order and preside until the selection of a Mayor.

2. ELECTION OF OFFICERS AND ORGANIZATION

As this is your organization meeting, the first items of business will be to select a Mayor, Mayor Pro Tem, and adopt your Rules of Procedure.

a. Mayor

The meeting will be turned over to the Mayor who will preside from here on.

b. Mayor Pro Tem

c. Review and adoption of Council Rules of Procedure

We plan to be prepared to walk through each section of the rules prior to final consideration and adoption.

3. APPROVAL OF THE AGENDA

4. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

- a. December 21, 2015 – Regular Meeting
- b. December 21, 2015 – Council Training with Peter Letzmann

5. APPROVAL OF ACCOUNTS PAYABLE

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

7. OLD BUSINESS

- a. Strategic Goals Report

The report is attached for your review.

b. Pending Council Projects Report

The report is attached for your review.

c. Boards and Commissions

8. NEW BUSINESS

a. Annual Authorization of Signatures for City Bank Accounts and Designation of Depository Banks

The following designations are recommended:

Authorized signatures:

Mayor
Mayor Pro Tem

City Manager Mark Howe
City Treasurer Suzanne Olin
Police Chief Steve Bukala
Deputy City Treasurer Lori Gerard

Safety Deposit Box:

Susan Ullery
Trisha Dunham
Luanne Wisniewski

Depository Banks:

Comerica Bank-Grand Rapids	(Grand Rapids)
Huntington Banks	(Lowell)
PNC Bank	(Grand Rapids)
Fifth Third Bank	(Lowell, Ada, Grand Rapids)
Macatawa Bank	(Grand Rapids)
Bank of America	(Grand Rapids)
Mercantile Bank of Michigan	(Lowell, Grand Rapids)

Recommended Motion: That the Lowell City Council approve the annual authorization of signatures for City Bank Accounts and designation of depository banks as proposed.

b. Budget Calendar

The council is required to annually adopt a budget calendar that outlines the process and dates by which a budget for the ensuing fiscal year will be prepared and adopted. A proposed calendar is being presented for your review and adoption.

Recommended Motion: That the Lowell City Council adopt the Fiscal Year 2016-17 Budget Calendar.

c. Grand Rapids Community College – Collection of Summer Property Taxes for 2016

As in previous years, the Grand Rapids Community College has requested that the City collect the 2016 summer property taxes for the district. The City collects the Grand Rapids Community College property taxes at no fee in exchange for retaining earned interest while the monies are deposited in city accounts.

Recommended Motion: That the Lowell City Council approve the request from the Grand Rapids Community College to collect the 2016 summer property taxes for the district at no fee in exchange for retaining earned interest while the monies are deposited in city accounts.

d. Kent Intermediate School District – Collection of Summer Property Taxes for 2016

As in previous years, the Kent Intermediate School District has requested that the City collect the 2016 summer property taxes for the district. The City collects the Kent Intermediate School District property taxes at no fee in exchange for retaining earned interest while the monies are deposited in city accounts.

Recommended Motion: That the Lowell City Council approve the request from the Kent Intermediate School District to collect the 2016 summer property taxes for the district at no fee in exchange for retaining earned interest while the monies are deposited in city accounts.

e. Discussion: Council Training and Information Schedule

Enclosed is a draft schedule for future council training and information. The training and information will take the place of prior workshops held on the fourth Monday of each month. This is a working document that should perhaps be reviewed and updated at each meeting in order to ensure that the council receives enough information and training prior to decisions that will need to be made and also so that staff have enough time to prepare and gather information to present to the council.

9. COUNCIL COMMENTS

Jeff Altoft

Mike DeVore

Jim Hodges

Jeff Phillips

Alan Teelander

10. MANAGER'S REPORT

The City Manager will give an oral report on any outstanding issues.

11. APPOINTMENT(S)

Arbor Board

Vacancy – (Councilmember), term expires upon expiration of council term

Downtown Development Authority

Vacancy - (Liaison), term expires 1/1/2018

Historic District Commission

Vacancy – (Liaison), term expires 1/1/2018

LCTV Endowment Board

Vacancy – (Councilmember), term expires upon expiration of council term

Light & Power Board

Vacancy – (Liaison), term expires 1/1/2018

Lowell Area Recreation Authority

Vacancy – (Councilmember), term expires 11/15/2016

12. ADJOURNMENT

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
MONDAY, DECEMBER 21, 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, Mike Devore, Jeff Phillips, Alan Teelander and Mayor Jim Hodges.

Absent: None.

Also Present: City Manager Mark Howe, City Clerk Susan Ullery, City Treasurer Suzanne Olin, Police Chief Steve Bukala, DPW Director Ron Woods and L&P Greg Pierce.

2. APPROVAL OF THE AGENDA.

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS to approve the agenda as written.

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

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

IT WAS MOVED BY PHILLIPS and seconded by TEELANDER to approve the regular minutes of the December 7, 2015 meeting as written.

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

4. APPROVAL OF THE ACCOUNTS PAYABLE.

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS to approve the accounts payable as presented.

YES: Councilmembers Altoft, Devore, Phillips, Teelander and Mayor Hodges. NO: None.

ABSENT: None. MOTION CARRIED.

BILLS AND ACCOUNTS PAYABLE (12/21/2015)

General Fund	\$20,190.50
Major Street Fund	\$7,831.65
Local Street Fund	\$7,343.86
Downtown Development Fund	\$1,058.90
Designated Contributions	\$2,323.29
Airport Fund	\$274.66
Wastewater Fund	\$43,330.71
Water Fund	\$8,708.93
Data Processing Fund	\$775.39
Equipment Fund	\$2,651.35

Current Tax Collected

\$1,025.72

5. **CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.** No comments were received.

6. **OLD BUSINESS.**

- a. Strategic Goals Report. City Manager Howe stated that Ron Woods has prepared a draft plan for the Street Asset Management Plan and that he hopes to have it to Council in the future.
- b. Pending Council Projects Report. Nothing new to report.
- c. Boards and Commissions.

Airport Board – Councilmember Altoft stated the board is reviewing a snowplow agreement.

Arbor Board – no comments

Board of Review – no comments

Building Authority – no comments

Construction Board of Appeals – no comments

Downtown Development Authority – no comments

Downtown Historic Commission – no comments

LCTV Endowment Board – The board will be accepting grant applications soon.

Light and Power Board – Hodges stated the Washington D.C. APPA Legislative Rally is coming up in March. If anyone is interested in attending, please contact Sharon Morris at Lowell Light & Power. The biodigester process upgrades are now complete. The potential for odor issues has greatly decreased. Greg Northrup plans to declare full commercial operations soon. Work continues on the installation of the Rolls Royce turbine and we're on track to have it up and running in 2016. Tours have been given to all of the councilmembers by Greg Pierce.

Local Officers Compensation Commission – No comments

Look Memorial Fund Committee –Hodges noted the board met on Wednesday, November 18. Four applicants received grants totaling \$14,793.00. Those receiving funds were the First Baptist Church of Lowell, receiving \$1,441 for the AED machines; Lowell Chamber of Commerce Foundation received \$4,352 for promoting the Sizzling Summer Concert series as well as upgrades to their sound system; the Lowell Fire and Emergency Authority received \$4,000 for personal safety tools; the Lowell Area Historical Museum received \$5,000 for upgrading their computer system for artifact and document collections on their website. The Arbor Board did not receive any funds.

Lowell Area Fire and Emergency Services Authority – Frank Martin has decided to retire at the end of December, 2015. There will be a meeting the first week of January to go over the Fire Chief's job description so that the LAFESA can open up the position for applications. They are updating their rules and procedures and hope to have a new draft to the councilmembers at the next meeting.

Lowell Area Recreation Authority – No comments

Parks and Recreation Commission – City Manager Howe stated that they are working on leases.

Planning Commission – Councilmember Teelander attended the Planning Commission meeting and they discussed the Grand Rapids Gravel project.

Lowell Area Chamber of Commerce. Mayor Hodges spoke about the meeting on December 8. The new president for 2016 is Stacey Chambers of the YMCA. The annual dinner will be on February 25 at the Grand Volute. Several businesses within the community will be honored as well as the “Person of the Year”. The Expo will be at the high school on March 26.

d. Light & Power Budget Amendment.

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS to remove this item from being tabled.

YES: 4. NO: 1 (DEVORE). ABSENT: 0. MOTION CARRIED.

City Manager Howe stated the budget amendment reflects the inclusion of the inadvertently omitted information from the 2015-16 Annual Operating Budget. The budgeted Capital Expense amount of \$935,000 was approved by the Lowell Light and Power Board as part of its budget approval process in May of 2015.

Councilmember Teelander stated he was disappointed this amendment took so long to come forward. He went on to state he believed the biodigester is forward thinking. He also liked the idea of the steam generator and it should be a top priority. Lowell Light and Power Manager Greg Pierce addressed Teelander’s comment about being disappointed. In the past, it was never brought to their attention that the Capital expenses needed to be included.

Councilmember Phillips was impressed with the tour. He questioned the turbines and whether or not the second one was up and running.

Councilmember DeVore questioned if all the smart meters had to be done at the same time. Will it save the rate payers money? Pierce stated that the return on investment shows that the payback period is three years. There are many benefits to the customer that will help them manage their utility bills, usage and provide better information for outages. Lowell Light and Power employee Steve Donkersloot also spoke regarding the benefits the customers will receive with smart meters. Councilmember DeVore questioned if there would be an educational opportunity for customers to learn how to use these meters properly and take advantage of the capabilities. Donkersloot responded yes. He also noted customers can choose to not have one installed.

Councilmember Altoft asked if the power were to go out today, what percentage of Lowell would be powered. Pierce responded customers would receive minimum services.

IT WAS MOVED BY TEELANDER and seconded by HODGES to approve the Lowell Light & Power Budget Amendment.

Mayor Hodges asked if there was further discussion. Councilmember Phillips wanted to know when the second generator would be up and running. Pierce responded 2016.

Altoft wanted more information on the smart meters. Councilmember Teelander suggested tabling the smart meters in order for the citizens to have an opportunity to review and research the smart meters. Hodges noted the Light and Power Board holds monthly meetings that are open to the public.

YES: 3. NO: 2 (ALTOFT, DEVORE). ABSENT: 0. MOTION CARRIED.

7. **NEW BUSINESS**

1. **Snowplowing Agreement - Airport.** On behalf of the Airport Board, City Manager Howe recommended that the Board approve the Snow Plowing Agreement presented by Scenic Expressions, LLC for the 2015-2016 winter season. Payment for services rendered would be \$7,500.

IT WAS MOVED BY TEELANDER and seconded by DEVORE to approve the Snowplowing Agreement with Scenic Expressions, LLC in the amount of \$7,500.

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

8. **MONTHLY REPORTS.** None

9. **COUNCIL COMMENTS.**

DEVORE – No comments.

TEELANDER – Thanked the Council for their discussion.

PHILLIPS – Wished everyone a happy holiday.

ALTOFT – Wished everyone a Merry Christmas and a Happy New Year.

HODGES – No comments.

10. **CITY MANAGER'S REPORT.**

1. Howe provided information to the Council regarding the City's responsibilities relating to housing.
2. More than a year ago a decision was made to take down an old maple tree in front of the library based on reports that the tree was approaching the end of its life. Howe asked that material from the tree be saved so that it could be used for a future community project. Local artist Jeff Lende approached the City some time later inquiring about the wood. The City worked with Mr. Lende and Tony Ellis at Lowell High School who brought together a team of high school students to create a new table to be displayed at the Englehardt Public Library. The table is now complete and is expected to be delivered to the library soon. The City is so fortunate to have dedicated people in this community who strive to collaborate for the common good.
3. The next meeting will be the annual organizational meeting. During this time the Council will be reviewing and adopting the Rules of Procedure. The Rules of Procedure outlines how the meetings will be conducted. A copy has been included in the Council Handbook. Howe recommended the Councilmembers spend some time reviewing the rules prior to the meeting and be prepared to discuss any modifications you wish to make.
4. Best wishes to you and your families for a Merry Christmas and Happy New Year.

11. **APPOINTMENTS.**

LCTV Endowment Board
Vacancy – (Patty Sellner resigned)

12. ADJOURNMENT.

IT WAS MOVED BY TEELANDER and seconded by ALTOFT to adjourn at 8:16 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Susan Ullery, City Clerk

PROCEEDINGS OF THE
CITY COUNCIL TRAINING SESSION
OF THE CITY OF LOWELL
MONDAY, DECEMBER 21, 2015

1. **CALL TO ORDER; ROLL CALL**

The Meeting was called to order at 8:30 p.m.

Present: Councilmembers Jeff Altoft, Mike DeVore, Jeff Phillips, Alan Teelander and Mayor Jim Hodges.

Absent: None.

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

2. **CITY COUNCIL TRAINING WITH PETER LETZMANN**. Peter Letzmann presented a power point presentation to the City Council. The City Charter, Parliamentary Procedure and doing government the right way in the City of Lowell was discussed.

The meeting was adjourned at 10:16 p.m.

DATE:

APPROVED:

James W. Hodges, Mayor

Susan S. Ullery, City Clerk

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-040.000	ACCOUNTS RECEIVABLE	63RD DISTRICT COURT	BOND ALISHA AIKENS	500.00	67215
101-000-084.015	DUE FROM FIRE AUTHORITY	AT&T LONG DISTANCE	LONG DISTANCES PHONE CHAR	8.17	67218
101-000-223.001	DUE LIB-DELINQ PERS PROP	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	0.08	67246
101-000-274.000	UNDISTRIBUTED DELINQUENT	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	0.02	67246
Total For Dept 000				508.27	
Dept 101 COUNCIL					
101-101-880.000	COMMUNITY PROMOTION	LOWELL AREA CHAMBER	MEMBERSHIP INVESTMENT	250.00	67231
Total For Dept 101 COUNCI				250.00	
Dept 210 ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	822.50	67222
101-210-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	700.00	67222
Total For Dept 210 ATTORN				1,522.50	
Dept 215 CLERK					
101-215-730.000	POSTAGE	PITNEY BOWES GLOBAL FIN.	LEASE AGREEMENT #9049164	144.00	67236
101-215-730.000	POSTAGE	PURCHASE POWER	POSTAGE MACHINE	30.94	67237
101-215-900.000	PRINTING	LOWELL CITY DIRECTORY	2016 LOWELL CITY DIRECTOR	807.50	67234
Total For Dept 215 CLERK				982.44	
Dept 265 CITY HALL					
101-265-740.000	OPERATING SUPPLIES	SUPPLYGEEKS	CLEANING SUPPLIES	6.79	67243
101-265-802.000	CONTRACTUAL	FIRE PROS INC.	SERVICE WORK	300.00	67223
101-265-802.000	CONTRACTUAL	STEALTH PEST MANAGEMENT L	PEST CONTROL	50.00	67241
101-265-802.000	CONTRACTUAL	RUESINK, KATHIE	DECEMBER CLEANING	540.00	67248
101-265-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCES PHONE CHAR	235.49	67218
101-265-850.000	COMMUNICATIONS	AT&T	CITY OFFICES	1,697.15	67252
101-265-850.000	COMMUNICATIONS	AT&T	CITY OFFICES	123.38	67252
Total For Dept 265 CITY H				2,952.81	
Dept 276 CEMETERY					
101-276-740.000	OPERATING SUPPLIES	HANES GEO COMPONENTS	REPAIR AND MAINTENANCE	283.75	67259
Total For Dept 276 CEMETE				283.75	
Dept 301 POLICE DEPARTMENT					
101-301-744.000	UNIFORMS	CINTAS CORPORATION	FILE ROOM - CLEANED/ORGAN	21.23	67254
101-301-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCES PHONE CHAR	126.44	67218
101-301-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES	262.65	67240
101-301-850.000	COMMUNICATIONS	VERIZON WIRELESS	POLICE STATEMENT 11/11 -	158.11	67245
101-301-850.000	COMMUNICATIONS	AT&T	LPD	82.47	67252
101-301-850.000	COMMUNICATIONS	AT&T	LPD	1,281.02	67252
101-301-864.000	CONFERENCES & CONVENTIONS	MACP	WINTER CONFERENCE	255.00	67262
101-301-864.000	CONFERENCES & CONVENTIONS	MACP	WINTER CONFERENCE	255.00	67262
101-301-955.000	MISCELLANEOUS EXPENSE	GR CITY TREASURER	LPD PARKING OCT & NOV 201	25.00	67224
101-301-955.000	MISCELLANEOUS EXPENSE	MI ASSOC OF CHIEF OF POLI	CONFERENCE - HURST	100.00	67235
Total For Dept 301 POLICE				2,566.92	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
101-441-802.000	CONTRACTUAL	SPECTRUM HEALTH OCCUPATIO	DOT PHYSICAL - FOSBURG	64.00	67239
101-441-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCES PHONE CHAR	145.75	67218
101-441-850.000	COMMUNICATIONS	AT&T	DPW	659.79	67252
101-441-850.000	COMMUNICATIONS	COMCAST CABLE	XFINITY TV	29.98	67255
Total For Dept 441 DEPART				899.52	
Dept 751 PARKS					
101-751-740.000	OPERATING SUPPLIES	HANES GEO COMPONENTS	REPAIR AND MAINTENANCE	283.75	67259
101-751-930.000	REPAIR & MAINTENANCE	KENT COUNTY ROAD COMMISSI	KENT COUNTY YOUTH FAIR BR	184.31	67261
Total For Dept 751 PARKS				468.06	
Dept 790 LIBRARY					
101-790-850.000	COMMUNICATIONS	AT&T	LIBRARY	534.57	67252

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 790 LIBRARY					
101-790-930.000	REPAIR & MAINTENANCE	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	67241
101-790-930.000	REPAIR & MAINTENANCE	RUESINK, KATHIE	DECEMBER CLEANING	330.00	67248
101-790-930.000	REPAIR & MAINTENANCE	MIDWEST AIR FILTER, INC.	FILTERS	62.98	67263
101-790-930.000	REPAIR & MAINTENANCE	RICKERT ELECTRIC INC	REPLACE FLOOR BOX - LIBRA	299.91	67265
Total For Dept 790 LIBRAR				1,267.46	
Dept 804 MUSEUM					
101-804-887.000	CONTRIBUTIONS & MAINTENAN	STEALTH PEST MANAGEMENT L	PEST CONTROL	40.00	67241
101-804-955.000	PROPERTY TAX DISTRIBUTION	LOWELL AREA HISTORICAL MU	TAX DISBURSEMENT	453.02	67232
Total For Dept 804 MUSEUM				493.02	
Total For Fund 101 GENERA				12,194.75	
Fund 202 MAJOR STREET FUND					
Dept 463 MAINTENANCE					
202-463-740.000	OPERATING SUPPLIES	HANES GEO COMPONENTS	REPAIR AND MAINTENANCE	283.75	67259
202-463-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES	12.66	67240
Total For Dept 463 MAINTEN				296.41	
Total For Fund 202 MAJOR				296.41	
Fund 203 LOCAL STREET FUND					
Dept 463 MAINTENANCE					
203-463-740.000	OPERATING SUPPLIES	HANES GEO COMPONENTS	REPAIR AND MAINTENANCE	283.75	67259
203-463-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES	12.66	67240
Total For Dept 463 MAINTEN				296.41	
Total For Fund 203 LOCAL				296.41	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-801.000	PROFESSIONAL SERVICES	DICKINSON WRIGHT PLLC	LEGAL SERVICES	542.50	67222
Total For Dept 000				542.50	
Total For Fund 581 AIRPOR				542.50	
Fund 590 WASTEWATER FUND					
Dept 000					
590-000-040.001	ACCOUNTS RECEIVABLE-MISC	ALS GROUP USA, CORP.	ANNUAL MWP SAMPLING	92.00	67217
590-000-043.000	DUE FROM EARTH TECH	AT&T LONG DISTANCE	LONG DISTANCES PHONE CHAR	58.48	67218
590-000-276.000	Sewer	WILL, BARBARA	UB refund for account: 5-	24.33	67266
Total For Dept 000				174.81	
Dept 550 TREATMENT					
590-550-802.000	CONTRACTUAL	SUEZ WATER, INC.	SURCHAGES NOV 2015	93.29	67242
590-550-802.000	CONTRACTUAL	SUEZ WATER, INC.	SURCHARGES OCT 2015	45.83	67242
590-550-802.000	CONTRACTUAL	SUEZ WATER, INC.	PROF SERVICES DEC 2015	35,925.00	67242
Total For Dept 550 TREATM				36,064.12	
Dept 551 COLLECTION					
590-551-864.000	CONFERENCES & CONVENTIONS	MRWA	BASIC ELECTRICAL TRAINING	82.50	67264
Total For Dept 551 COLLEC				82.50	
Dept 552 CUSTOMER ACCOUNTS					
590-552-730.000	POSTAGE	POSTMASTER	DECEMBER 2015	211.07	67249
590-552-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE METER READER	29.90	67219
Total For Dept 552 CUSTOM				240.97	
Total For Fund 590 WASTEWA				36,562.40	
Fund 591 WATER FUND					
Dept 000					
591-000-276.000	Water	BOURDON, CHAD	UB refund for account: 3-	137.62	67253
591-000-276.000	Water	WILL, BARBARA	UB refund for account: 5-	13.79	67266
591-000-285.001	ROGER CAHOON DEPOSIT	CITY OF LOWELL	CAHOON DEPOSIT MONEY FOR	1,841.51	67247
Total For Dept 000				1,992.92	

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Fund 591 WATER FUND					
Dept 570 TREATMENT					
591-570-740.000	OPERATING SUPPLIES	SHOWBOAT AUTOMOTIVE SUPPL	AIR HOSE FITTINGS	12.02	67238
591-570-740.000	OPERATING SUPPLIES	USA BLUE BOOK	WTP HAND PUMP	79.40	67244
591-570-801.000	PROFESSIONAL SERVICES	DIXON ENGINEERING, INC.	MAINT. ROV INSPECTION, TR	1,900.00	67258
591-570-802.000	CONTRACTUAL	ADT SECURITY SYSTEMS, INC	SECURITY AT WTP	103.26	67216
591-570-850.000	COMMUNICATIONS	AT&T LONG DISTANCE	LONG DISTANCES PHONE CHAR	9.56	67218
591-570-850.000	COMMUNICATIONS	VERIZON WIRELESS	WIRELESS CHARGES 11/13 -	40.01	67245
591-570-850.000	COMMUNICATIONS	AT&T	WTP	71.18	67252
Total For Dept 570 TREATM				2,215.43	
Dept 571 DISTRIBUTION					
591-571-850.000	COMMUNICATIONS	SPRINT	PHONE CHARGES	51.71	67240
591-571-864.000	CONFERENCES & CONVENTIONS	MRWA	BASIC ELECTRICAL TRAINING	82.50	67264
591-571-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	2311 GEE	147.92	67256
591-571-930.000	REPAIR & MAINTENANCE	HANES GEO COMPONENTS	ECOLOFENCE- WATER DEPT	125.00	67226
591-571-930.000	REPAIR & MAINTENANCE	HANES GEO COMPONENTS	REPAIR AND MAINTENANCE	25.00	67259
Total For Dept 571 DISTRI				432.13	
Dept 572 CUSTOMER ACCOUNTS					
591-572-730.000	POSTAGE	POSTMASTER	DECEMBER 2015	211.06	67249
591-572-860.000	TRAVEL EXPENSES	BARTLETT, SANDY	MILEAGE METER READER	29.90	67219
Total For Dept 572 CUSTOM				240.96	
Total For Fund 591 WATER				4,881.44	
Fund 636 DATA PROCESSING FUND					
Dept 000					
636-000-740.000	OPERATING SUPPLIES	LOWELL AREA SCHOOLS	OCT 2015 COPY CENTER EXP	29.70	67233
636-000-801.000	PROFESSIONAL SERVICES	ADDORIO TECHNOLOGIES, LLC	COMPUTER SERVIES	2,668.75	67251
636-000-802.000	CONTRACTUAL	I2 INTEGRATION	2016 YEARLY WEBSITE HOSTI	300.00	67260
Total For Dept 000				2,998.45	
Total For Fund 636 DATA P				2,998.45	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000					
703-000-222.000	DUE TO COUNTY-CURRENT TAX	KENT COUNTY TREASURER	TAX DISBURSEMENT	19,194.09	67228
703-000-223.000	DUE TO LIBRARY	KENT DISTRICT LIBRARY	TAX DISBURSEMENT	4,716.51	67246
703-000-225.000	DUE TO SCHOOLS	LOWELL AREA SCHOOLS	TAX DISBURSEMENT	139,709.53	67233
703-000-228.009	DUE TO STATE-S.E.T.	KENT COUNTY TREASURER	TAX DISBURSEMENT	868.52	67228
703-000-234.000	DUE TO INTERMED SCH DISTR	KENT INTERMEDIATE SCHOOL	TAX DISBURSEMENT	8,780.63	67230
703-000-235.000	DUE TO COMMUNITY COLLEGE	GRAND RAPIDS COMMUNITY CO	TAX DISBURSEMENT	3,338.92	67225
703-000-275.000	DUE TO TAXPAYERS	CARROLL JUDD T DMD PC	Win Tax Refund 41-50-72-0	52.13	67220
703-000-275.000	DUE TO TAXPAYERS	Corelogic Tax Services	Win Tax Refund 41-20-02-2	324.71	67221
703-000-275.000	DUE TO TAXPAYERS	JANOWSKI RONALD	Win Tax Refund 41-20-02-4	200.00	67227
703-000-275.000	DUE TO TAXPAYERS	Corelogic Real Estate Tax	Win Tax Refund 41-20-02-1	529.48	67257
Total For Dept 000				177,714.52	
Total For Fund 703 CURREN				177,714.52	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:					
			Fund 101 GENERAL FUND	12,194.75	
			Fund 202 MAJOR STREET FUN	296.41	
			Fund 203 LOCAL STREET FUN	296.41	
			Fund 581 AIRPORT FUND	542.50	
			Fund 590 WASTEWATER FUND	36,562.40	
			Fund 591 WATER FUND	4,881.44	
			Fund 636 DATA PROCESSING	2,998.45	
			Fund 703 CURRENT TAX COLL	177,714.52	
				<hr/>	
				235,486.88	



STRATEGIC GOALS REPORT

JANUARY 4, 2016

TIER ONE

1) Street Asset Management Plan: Ron Woods has prepared a draft plan which we are reviewing and hope to bring to you in the future. (12-21-15)

2) Look/Lee Fund Investment Options: We have completed the transfer of a portion of the assets of the Look Memorial Fund to the Grand Rapids Foundation for investment purposes. We are still exploring a similar investment structure for the Lee Fund. (7-6-15)

✓ 3) Banners Downtown: New banners have been installed downtown and our banner program is up and running. This project is completed. (7-20-15)

4) Wastewater Inflow & Infiltration: A final report has been completed by Prein & Newhoff. They are prepared to make a presentation to the council giving some history on the analysis leading up to obtaining the DEQ SAW Grant and the decision to move the wastewater lift station. (12-7-15)

5) Downtown Trail Connector: LARA would like councilmembers to attend their December 2, 2015, meeting so that their plan and recommended route can be presented. (11-16-15)

✓ 6) Secure City Funding for Arbor Board: This has been completed with the adoption of the FY 2015-16 budget. (7-6-15)

7) Rental Rehabilitation Program: As of July 1, 2015, we have become eligible to receive CDBG grants through the State of Michigan. We will formulate a work plan to begin the process. In the meantime, we are working with a building owner who is currently pursuing CDBG funds through the MEDC. (7-6-15)

8) Economic Development Staff: There was discussion with the Downtown Development Authority about the concept of hiring a full-time economic development staff person. There seemed to be a consensus on the concept so our next step will be to bring a proposed job description and other details back to the DDA for further consideration. (11-16-15)

CITY OF LOWELL STRATEGIC GOALS REPORT

TIER TWO

1) Promote Accomplishments: We have launched our Twitter account and are posting tweets about city and community events. (12-21-15)

2) Ordinance Review: Next step on this goal will be to create a calendar and assignments to keep us on task.

a) Buried Utility Lines: We will need to work with Light & Power to review the current ordinance and review our goals before drafting language. (7-6-15)

b) Right-of-Way: Public Works and City Hall staff are already discussing our internal process for reviewing building and zoning applications including a discussion on how to create a sign-off process when projects impact the right-of-way. I expect that ordinance/policy issues will arise from this discussion. (7-6-15)

c) Trash: We have a draft for discussion which can be reviewed at a future workshop. (7-6-15)

3) College Intern Program: We have advertised with the Michigan Municipal League for college interns and have had some inquiries. (7-6-15)

4) Proactive Code Enforcement: This item will require further discussion at a future workshop to identify outcomes for this goal. (7-6-15)

5) Business Development Packet: I have reached out to The Right Place who indicated they can assist us with this project. (7-20-15)

TIER THREE

1) Review Investment Strategy: We will need to develop a work plan for this goal as well as develop specific outcomes that identify when the goal is met. (7-6-15)

2) Master Plan for Recreation Park: With the upcoming discussion on the river valley trail connector, we will need to engage with the users of Recreation Park to identify a specific trail route through the park. This will likely begin our discussion on an overall master plan for the park. (7-6-15)

3) North Washington Park Name & Signage: We will begin a discussion with the Parks & Recreation Commission on this goal. (7-6-15)





301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085
www.ci.lowell.mi.us

PENDING COUNCIL PROJECTS REPORT

January 4, 2016

UPDATES

Underground Electrical Lines – No further update.

Trash Ordinance Update – No further update.

Right of Way Ordinance – No further update.

UPDATES

Underground Electrical Lines

(11-3-14) You discussed this item at your previous council meeting. A report was presented by Light & Power General Manager Greg Pierce and questions were asked and answered.

(10/6/14) During your early September workshop you asked that I convey to Light & Power that you would like to have a report back to the council by your second meeting in October. Greg Pierce responded to my email stating that he would have something prepared for your October 20 council meeting.

Trash Ordinance Update

(10/6/14) We have completed drafts to make improvements to the trash ordinance and have also developed rules to go along with the ordinance. This will be an agenda item at a future workshop.

Right of Way Ordinance

(10/6/14) You have asked that I contact the city attorney to begin a discussion about a right-of-way ordinance.

City of Lowell
Fiscal Year 2016-17
Budget Calendar

January 4	<u>Council Meeting</u> – Adoption of the Budget Calendar
January 11	Budget Request Worksheets Distributed to Staff
January 19	<u>Council Meeting</u> – Strategic Planning, Discuss Overall Priorities
February 12	Budget Request Worksheets Due to the City Manager
Feb. 15 – 29	Leadership and Staff Meetings
February 16	<u>Council Meeting</u> – Strategic Planning, Finalize Overall Priorities
March 1 - 18	City Manager Prepares Preliminary Budget Recommendation
March 21	<u>Council Meeting</u> – Preliminary Budget Recommendation Overview
March 22 – April 15	City Manager Prepares Final Budget Recommendation
April 18	<u>Council Meeting</u> – City Manager Presents Budget Recommendation
May 2	<u>Council Meeting</u> – Budget Discussion
May 16	<u>Council Meeting</u> – Public Hearing and Adoption of Final Budget

RESOLUTION OF THE GRAND RAPIDS COMMUNITY COLLEGE

A public meeting of the Board of Trustees of the Grand Rapids Community College was held in the Board Room, Fifth floor, Main Building, on Monday, December 14, 2015 at 4:15 p.m.

WHEREAS:

1. Section 144 of the Community College Act of 1966, as amended (MCLA 389.144) authorizes the Grand Rapids Community College to levy and collect property taxes "in the same manner and at the same time" as "school district or intermediate school district taxes are being collected by the city or township pursuant to (Part 26 of the School Code of 1976...)".
2. The Grand Rapids Community College has determined that it would be in the best interest of the College to impose a summer property tax levy in the summer of 2016 to collect 100% of the GRCC's property taxes upon the property located within the college district for fiscal year 2016-2017 in the summer of 2016.
3. Part 26 of the School Code of 1976, as amended (MCLA 380.1611, et seq), provides that a school district or intermediate school district may determine by resolution to impose a summer property tax levy of one-half or all of its annual school property taxes.
4. Part 26 of the School Code of 1976, as amended, provides for certain procedural steps to be taken by this Board of Trustees in connection with the imposition of a summer property tax levy and also provides for the manner in which said summer property tax levy shall be collected.

NOW, THEREFORE, be it resolved that:

1. The Board of Trustees of the Grand Rapids Community College, pursuant to the authority conferred by section 144 of the Grand Rapids Community College Act of 1966, as amended, and by Part 26 of the School Code of 1976, as amended, hereby imposes a summer property tax levy of 100% of school property taxes upon property located within the community college district, for 2016.

Resolution declared adopted.

Cynthia Bristol, Dec. 14, 2015

Cynthia Bristol, Secretary

Board of Trustees

Grand Rapids Community College

The undersigned, duly qualified and acting Secretary of the Board of Trustees of the Grand Rapids Community College, hereby certifies that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board at a public meeting held on December 14, 2015, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" and in accordance with the requirements of both Section 144 of the Community College Act of 1966, as amended, and Part 26 of the School Code of 1976, as amended.

Cynthia Bristol, Dec. 14, 2015

Cynthia Bristol, Secretary

Board of Trustees

Grand Rapids Community College

SUMMER TAX COLLECTION RESOLUTION

SCHOOL BOARD MINUTES

KENT INTERMEDIATE SCHOOL DISTRICT

Grand Rapids, Michigan

November 16, 2015

A regular meeting of the School Board of said school district was held at 2930 Knapp, N.E. in said district on the 16th day of November, 2015, at 6:00 p.m.

The meeting was called to order by President Bajema.

Members Present: Bajema, Haidle, Joseph and Thorne

Members Absent: Grifhorst

The following preamble and resolution were offered by Member Haidle and supported by Member Thorne.

WHEREAS, this School Board by resolution of November 16, 2015, determined to impose a summer property tax levy to collect all of school property taxes, including debt services, upon property located within the intermediate school district, beginning with 1983, and continuing from year to year until specifically revoked by this School Board.

NOW, THEREFORE BE IT RESOLVED THAT:

1. This School Board, pursuant to 1976 PA 451, as amended, hereby invokes for 2016 its previously adopted ongoing resolution imposing a summer property tax levy of all school property taxes, including debt service, beginning with 1983, and continuing from year to year until specifically revoked by this School Board, and requests each city and/or township in which this district is located and in which a local school district or city is concurrently imposing a summer tax levy to collect those summer taxes.

2. The Superintendent or his designee is authorized and directed to forward to the governing body of each city and/or township which comprise Kent ISD and in which a local school district concurrently is imposing a summer tax levy a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2016 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be sent so that they are received by the appropriate governing bodies before January 1, 2016.

3. The Superintendent or his designee is authorized and directed to negotiate on behalf of this District with the governing body of each city and/or township in which the district is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCLA 380.1611 or MCLA 380.1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members Bajema, Haidle, Joseph and Thorne.

Nays: Members _____.

Resolution declared adopted.

Andrea Haidle
Andrea Haidle, Secretary
Kent Intermediate School District

The undersigned, duly qualified and acting Secretary of the School Board of Kent Intermediate School District, Grand Rapids, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said School Board at a regular meeting held on November 16, 2015, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

Andrea Haidle
Andrea Haidle, Secretary
Kent Intermediate School District

2016 Council Training and Information Schedule

January 19 (Tuesday, MLK Holiday)

- **Strategic Planning Overview**

February 1

- **Light & Power**
- **Water and Wastewater Systems**

February 16 (Tuesday, President's Day)

- **Street Plan and Asset Management**
- **Sidewalk Repair and Replacement**
- **Equipment Replacement Plan**
- **Strategic Planning, Finalize Overall Priorities**

March 7

- **City Finances and Fund Accounting**
- **LCTV Fund, Look Memorial, Carr Funds, Lee Fund**
- **Community Facilities**

March 21

- **Preliminary Budget Recommendations**
- **Arbor Board and Urban Forest Initiative**
- **Parks & Recreation, LARA, Trails**

April 4 (Spring Break week)

-

April 18

- **City Manager's Budget Recommendation**

May 2

- **Budget Review and Discussion**

May 16

- **Public Hearing and Adoption of Final Budget**
- **Planning & Zoning**

June 6

- **Downtown Development Authority**
- **Historic District Commission**

June 20

-

July 5 (Tuesday, Fourth of July week)

-

July 18

-

August 1

-

August 15

-

September 6 (Tuesday, Labor Day week)

-

September 19

-

October 3

-

October 17

-

November 7

-

November 21 (Thanksgiving week)

-

December 5

-

December 19 (Christmas week)

-

9. COUNCIL COMMENTS

Jeff Altoft

Mike DeVore

Jim Hodges

Jeff Phillips

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CITY MANAGER'S REPORT
January 4, 2016

1. We recently added a new file server to our computer network and in the course of the installation the hard drives on our existing server began to fail. We have replaced both hard drives and are also purchasing some backup components to minimize down time if there are any failures in the future.
2. Latest estimates on the cost of replacing a plow truck, which is the next priority on our equipment replacement plan, are higher than anticipated (a total of \$168,935). We are also scheduled to replace the loader this year (the current plan estimates this at \$134,000). I plan to meet with staff in the near future to review the plan so that we can recommend priorities and discuss them in more detail with you.
3. Our walk-behind snow thrower (a 1974 model) caught on fire recently and will need to be replaced.
4. I am in the process of putting together new agreements with the various sports teams to use park fields for the next two years. These agreements will be coming to you for review and approval at a future meeting.

Respectfully submitted,


Mark Howe, City Manager