

**PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL  
MONDAY, JUNE 6, 2016, 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 Jeff Altoft and City Clerk Susan Ullery called roll.

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

Absent: None.

Also Present: Interim City Manager Dave Pasquale, City Clerk Susan Ullery, City Treasurer Sue Olin, DPW Director Rich LaBombard, Interim DPW Director Ron Woods and Police Chief Steve Bukala.

2. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY HODGES and seconded by DEVORE to approve the agenda as written.

YES: 5                      NO: None.                      ABSENT: 0.                      MOTION CARRIED.

3. **APPROVAL OF THE MINUTES FROM THE PRECEDING REGULAR AND/OR SPECIAL MEETINGS.**

IT WAS MOVED BY PHILLIPS and seconded by TEELANDER to approve the regular minutes of the May 16, 2016 meeting as written.

YES: Mayor Altoft, Councilmember DeVore, Councilmember Hodges, Councilmember Phillips and

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

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

<u>BILLS AND ACCOUNTS PAYABLE (06/06/2016)</u>	
General Fund	\$25,859.53
Major Street Fund	\$2,636.17
Local Street Fund	\$3,927.86
Historical District Fund	\$9,740.00
Downtown Development Fund	\$309.79
Designated Contributions	\$9,249.34
Airport Fund	\$130.18
Wastewater Fund	\$96,980.14
Water Fund	\$19,249.79
Data Processing Fund	\$620.00
Equipment Fund	\$24.24

IT WAS MOVED BY HODGES and seconded by DEVORE to approve the accounts payable as presented.

YES: Councilmember DeVore, Councilmember Hodges, Councilmember Phillips, Councilmember

Teelander and Mayor Altoft. NO: None. ABSENT: None. MOTION CARRIED.

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

There were no public comments.

6. **OLD BUSINESS.**

a. Strategic Goals Report.

Nothing new to report.

b. Pending Council Projects Report.

The report was given to Council for their review.

c. Council Training and Information Schedule.

An updated schedule was given to Council for their review.

d. Strategic Plan Overview.

Nothing new to report.

7. **NEW BUSINESS.**

a. Award Presentation to Marv Rosenberger for RSVP Service. Marv Rosenberger is retiring from RSVP (Retired & Senior Volunteer Program) after 20 years with the Lowell Police Department. He served as a charter member from 1996-2016. An award was presented to him by Chief Bukala.

b. Cascade Inspection Services – Brian Wilson – Reroofing/Siding and Building Official Update. Brian Wilson, Building Official from Cascade Inspection Services was present to review the reroofing/siding issue requiring permits. City Attorney Richard Wendt provided information on this issue as well as the Building Official designation.

c. Public Hearing – 2016-17 Budget. A public hearing has been scheduled for input on the proposed 2016-17 budget for the City of Lowell. The Council had a budget hearing on May 16 as well as a worksession on May 17.

Mayor Altoft opened up public hearing and welcomed any public comments. None were received. The public hearing was then closed.

- d. Resolution 07-16 Adopting City of Lowell Annual Budget for Fiscal Year 2016-17. A resolution is to be considered adopting the fund levels of the various revenues and appropriations approving the ad valorem property tax rate of 15.70 mills. In addition, the listing of all rates and fees.

Also, as required by the auditors a budget for the Cable TV Fund is needed as a special revenue fund.

IT WAS MOVED BY HODGES and seconded by DEVORE to adopt Resolution 07-16 the City of Lowell Annual Budget for Fiscal Year 2016-17 approving millage levees, approving the schedule of rates and fees and other matters related thereto.

YES: Councilmember Phillips, Councilmember Teelander, Mayor Altoft, Councilmember DeVore and Councilmember Hodges. NO: None. ABSENT: None. MOTION CARRIED.

- e. 2015-2016 Budget Amendment Resolution 08-16. The annual budget amendments were provided for Council's consideration, including the addition of the Cable Fund.

IT WAS MOVED BY HODGES and seconded by TEELANDER to adopt Resolution 08-16 which outlines the amendments to the City of Lowell's annual budget for fiscal year 2015-2016.

YES: Councilmember Teelander, Mayor Altoft, Councilmember DeVore, Councilmember Hodges and Councilmember Phillips. NO: None. ABSENT: None. MOTION CARRIED.

- f. Resolution 09-16 – Approving the Installment Purchase Agreement of a Plow Truck Dump Body. At its January 19, 2016 meeting, the City Council approved the purchase of a plow truck dump body from Truck and Trailer Specialties, Inc. of Dutton, Michigan for \$73,371.

The following bids were received for a ten year installment purchase:

	<u>Interest</u>
Huntington Bank	2.30%
Mercantile Bank	1.55%
Macatawa Bank	2.09%
United Bank	2.19%
Choice One	2.15%
Independent	4.90%

IT WAS MOVED BY TEELANDER and seconded by HODGES to adopt Resolution 09-16 for installment purchase of a plow truck dump body with Mercantile at an interest rate of 1.55% for ten years as prepared by City Attorney Richard Wendt.

YES: Mayor Altoft, Councilmember DeVore, Councilmember Hodges, Councilmember Phillips and Councilmember Teelander. NO: None. ABSENT: None. MOTION CARRIED.

- g. Resolution 10-16 – Approval of the Installment Purchase Agreement of a Plow Truck. At its January 19, 2016 meeting, the City Council approved the purchase of a Peterbuilt 348 single axle plow truck and chassis at a cost of \$95,640 from 1X Peterbuilt – Grand Rapids of Wyoming, Michigan.

The following bids were received for a ten year installment purchase:

	<u>Interest</u>
Huntington Bank	2.30%
Mercantile Bank	1.55%
Macatawa Bank	2.09%
United Bank	2.19%
Choice One	2.15%
Independent	4.90%

IT WAS MOVED BY HODGES and seconded by TEELANDER to adopt Resolution 10-16 for installment purchase of a plow truck purchase with Mercantile Bank at an interest rate of 1.55% for five years as prepared by City Attorney Richard Wendt.

YES: Councilmember DeVore, Councilmember Hodges, Councilmember Phillips, Councilmember Teelander and Mayor Altoft. NO: None. ABSENT: None. MOTION CARRIED.

- h. Resolution 11-16 – Authorizing Obtaining a Business Credit Card From Mercantile Bank of Michigan in the Name of the City Treasurer. City Treasurer Sue Olin is trying to open a City credit card with Mercantile Bank to be used for conferences and ordering supplies.

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS to adopt Resolution 11-16 to open a City credit card with Mercantile Bank.

YES: Councilmember Hodges, Councilmember Phillips, Councilmember Teelander, Mayor Altoft and Councilmember DeVore. NO: None. ABSENT: None. MOTION CARRIED.

- i. City Manager Search Update. Monday, June 6 at the close of business was the deadline for receiving City Manager resumes. The following is the proposed schedule:

- **June 20<sup>th</sup>** - at 5:00 p.m. - Council will hold a special meeting and move into Closed Session to review resumes prior to the regular scheduled Council meeting. This meeting is describe as an intense and very focused meeting, taking approximately 2 hours. Kathie did not suggest doing this after the regular Council meeting because of this reason.
- **July 11<sup>th</sup>** – evening open house with the selected candidates, council and community – (time has yet to be established) - the candidates will tour the City during the day and take time in the evening to interact with those invited to the open house as well as allowing you time to observe and interact as well. (It is recommended that you all council members attend, but it is not mandatory).
- **July 12<sup>th</sup>** – Interview Day – Plan on an 8 to 9 hour day (It is required that each of the council members be present the entire day).

## 8. BOARD/COMMISSIONS REPORTS.

Councilmember Hodges stated that the next Arbor Board meeting will be held on Monday, June 13. No other meetings have been held that he is on the Board for since last month.

Councilmember Phillips stated that there was no meeting for the Lowell Historic District last month. The next meeting will be on Tuesday, June 28 at 6:00 p.m.

Councilmember Teelander stated that LARA will hold its meeting on Wednesday, June 8 at 6:00 p.m.

Councilmember DeVore stated that the next Parks and Recreation meeting will be held on Tuesday, June 21 at Stoney Lakeside Park at 6:00 p.m.

Mayor Altoft had no information to share.

9. **APPOINTMENTS TO COMMISSIONS AND BOARDS.**

The Council has received applications for positions on the Light and Power Board as well as for the Planning Commission. They believe the Board of Review Board may be all set if one of the members agrees to stay, as well as one of the positions on the Local Officers Compensation Commission. Below are the available positions.

Arbor Board

Vacancy – (James Reagan currently serving)	06/30/2016
Vacancy – (Tamela Spicer resigned)	06/30/2016

Board of Review

Vacancy – (Greg Canfield currently serving)	06/30/2016
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Light and Power Board

Vacancy – (Tina Cadwallader currently serving)	06/30/2016
Vacancy – (Andrew Schrauben currently serving)	06/30/2016
Vacancy – (Tamela Spicer will be resigning end of June)	06/30/2017

Local Officers Compensation Commission

Vacancy – (Teresa Beachum currently serving)	06/30/2016
Vacancy – (Patricia Horn currently serving)	06/30/2016

Planning Commission

Vacancy – (John Gerard currently serving)	06/30/2016
Vacancy – (James Zandstra currently serving)	06/30/2016

10. **MANAGER'S REPORT.**

1. Dave Pasquale spoke briefly about the recent Mayor Exchange event that happened here in Lowell. The Mayor Exchange in Portland is planned for Thursday, June 30.
2. The Showboat Committee is tentatively scheduled to meet again on June 21<sup>st</sup> at 5:30 pm. The committee wishes to have a council representative on the committee as well. They plan to meet once or twice a month. Committee Chair Lou D'Agostino was present and gave a brief update on their intentions. Councilmember Teelander offered to participate in the meetings.
3. An open house is scheduled for retiring Fire Chief Frank Martin on Wednesday, June 15<sup>th</sup> from 5 – 7 p.m. at the Look Memorial Fire Station.

4. An inspection of the Look Memorial Fire Station was completed on June 3<sup>rd</sup>. Ron Woods will be going through the list of items and will present it to the Council soon, along with estimated amounts to fix any issues that need to be addressed.

11. **COUNCIL COMMENTS.**

Councilmember Hodges spoke briefly about the Mayor Exchange and how much he enjoyed it. He thanked Marv Rosenberger for his service to the community. He also thanked Frank Martin for his service to the fire department.

Councilmember Phillips thanked Marv for his service. He welcomed Rich LaBombard to the DPW Director position and thanked all the employees for the hard work that they do.

Councilmember Teelander thanked the Boy Scouts for a well-rounded and respectful parade and service at the cemetery on Memorial Day. He also asked the citizens to come out to the event on July 11 to meet the candidates for the new City Manager position. He ended by thanking Marv for his service.

Councilmember DeVore thanked Marv for his service.

Mayor Altoft thanked Marv for his service. He also thanked all of the City staff who helped in the Mayor Exchange and said they did a great job. He thanked Councilmember Hodges for his efforts during the event as well, and hopes that the city staff will come to the upcoming event in Portland.

12. **ADJOURNMENT.**

IT WAS MOVED BY HODGES and seconded by DEVORE to adjourn at 7:39 p.m.

DATE:

APPROVED:

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Jeff Altoft, Mayor

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Susan Ullery, City Clerk