

**PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL  
MONDAY, AUGUST 1, 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, Light & Power Manager Steve Donkersloot, City Attorney Dick Wendt and Police Chief Steve Bukala.

2. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY DEVORE and seconded by TEELANDER 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 HODGES and seconded by DEVORE to approve the minutes of the July 18, 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 (08/01/2016)</u>	
General Fund	\$40,263.94
Major Street Fund	\$18,088.91
Local Street Fund	\$12.72
Downtown Development Fund	\$71,551.36
Airport Fund	\$193.00
Wastewater Fund	\$28,877.55
Water Fund	\$29,345.88
Data Processing Fund	\$535.23
Equipment Fund	\$330.00
Current Tax Collected	\$158,066.51

IT WAS MOVED BY PHILLIPS and seconded by TEELANDER 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.**

No comments.

6. **OLD BUSINESS.**

a. Strategic Goals Report.

Nothing new to report.

b. Pending Council Projects Report.

Nothing new to report.

c. Council Training and Information Schedule.

Nothing new to report.

d. Strategic Plan Overview.

Nothing new to report.

7. **NEW BUSINESS.**

a. Ordinance 16-03 – Ordinance to Amend Section 12A.02, “Uses Permitted by Right” of Chapter 12A - “I-L Light Industrial District”.

At its July 25, 2016 meeting, the Planning Commission recommended approval of Ordinance 16-03. This amends section 12A.02, “Uses Permitted by Right”. A chapter of 12A, “I-L Light Industrial District” of Appendix A, “Zoning,” of the Code of Ordinances of the City of Lowell. It is amended by adding a new subsection “M” which reads as follows:

M. Commercial Kennels

IT WAS MOVED BY DEVORE and seconded by PHILLIPS to approve Ordinance 16-03.

YES: Councilmember Hodges, Councilmember Phillips, Councilmember Teelander, Mayor Altoft

and Councilmember DeVore. NO: None. ABSENT: None. MOTION CARRIED.

b. Resolution 13-16 – Stoney Lakeside Park Renovation – tabled from previous meeting.

This matter has been tabled until the next meeting.

c. Oxidation Ditch Rehab Work.

Early in the summer of 2015, the East Oxidation Ditch was taken out of service and drained. This was done so rehab work could be performed on the support structures associated with the rotors. When the ditch was drained, much to the WWTP Superintendent Mark Mundt's surprise, both of the baffles were found to have fallen off the wall and 100+ cubic yards of sand and gravel were on the bottom of the ditch.

By the end of the summer, the baffles had been repaired. By late fall, all of the sand and gravel had been removed.

With the baffle repair done and the sand cleaned up, Mundt is now ready to move forward with the rehab work on the support structure. The work is fairly straightforward. The steel structure is now about 30 years old. Some of it is in need of repainting and some needs to be replaced. Also, part of the work will require the removal of the fiberglass covers over the rotors. As long as they are being removed, they plan to repaint them as well.

To facilitate this work, the City hired Williams and Works to prepare a Request for Proposal. Brandon Mieras was the engineer they worked with to develop a bid document. Four sealed bids were received and opened on July 14<sup>th</sup>. Brandon is familiar with all of the firms that submitted and recommends the City accept the low bid of \$80,500 from LD Docsa.

In anticipation of this work, the City of Lowell budgeted \$50,000 in the current budget. This was based upon a preliminary engineer's estimate of \$35,000. Obviously the budget number came up short. Mundt has discussed this with City Treasurer, Sue Olin. She is confident the wastewater fund can afford to move forward with this project.

In short, this is needed maintenance work, the City has the funds for the work and Mundt supports accepting the low bid.

IT WAS MOVED BY DEVORE and seconded by TEELANDER to approve the low bid of LD Docsa at a cost of \$80,500 to carry out the East Oxidation Ditch Rehab.

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

d. MERS Annual Meeting Officer Delegate.

The 2016 Municipal Employees' Retirement (MERS) Annual Meeting is being held this year on September 28-29 at the Grand Traverse Resort in Acme, MI. Council needs to appoint an Employer. The City Manager recommends that Chief Steve Bukala attend on behalf of the City.

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS to appoint Steve Bukala as the Employer Delegate for the 2016 MERS Annual Meeting.

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

e. Resolution 14-16 – City Manager Contract – Michael Burns.

After an extensive review of candidates, the City Council provided a conditional offer of employment as City Manager to Michael Burns, who currently serves as Assistant City Manager of Fenton, Michigan, at its July 12 special meeting.

An employment agreement has been provided with City Attorney Richard Wendt. This was reviewed and approved with Mayor Altoft and Michael Burns subject to Council acceptance.

IT WAS MOVED BY DEVORE and seconded by HODGES to approve the resolution authorizing execution of an employment agreement with Michael Burns.

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

f. Advanced Metering Infrastructure (AMI) Project.

Steve Donkersloot gave a presentation to explain an integrated system of smart meters, communications networks and data management systems that enables two-way communication between utilities and customers. The presentation included information on the general project overview, how the technology works, security and safety specifications, customer benefits, LL&P benefits and project status updates.

8. **MONTHLY REPORTS.**

No updates were given at this time.

9. **BOARD/COMMISSIONS REPORTS.**

Councilmember Hodges attended the July 25 Planning Commission meeting and stated that they had a healthy discussion about their 2016/2017 goals and priorities. Each Commissioner is looking to list their top 3 items for goals and improvements that might happen in the next year. The next meeting they will go over some zoning issues. A new dog facility will be going in and it will be a “Bed and Biscuit” business which will provide dog daycare and boarding opportunities for your pet. It will be opening at 1351 Bowes Road. The Arbor Board will not be meeting in August, but will be meeting in September.

Councilmember Phillips stated that the next Historic District Commission meeting will be on August 23 at 6:00 p.m.

Councilmember Teelander missed his two meetings due to being at the hospital with his wife.

Councilmember DeVore stated that the Parks and Recreation Commission is looking at putting together a brochure of all of the parks throughout the city and the brochure will include a map that also highlights points of interest, such as City Hall, Lowell Light & Power and restaurants. They are hoping to have it all

done by Expo next year. There has been some concern regarding the lighting in the concession area at Creekside Park as well as a ramp to the women's restroom, so they will be looking into those concerns. The community garden at Creekside has been providing F.R.O.M. with the surplus. The naming of the N. Washington property is on track.

Mayor Altoft stated that the DDA meeting will be held this Thursday. He also wanted to remind everyone that the grant deadline for the community fund money is coming up.

10. **APPOINTMENTS TO COMMISSIONS AND BOARDS.**

Nothing reported at this time.

11. **MANAGER'S REPORT.**

1. Dave thanked Michael for accepting the position and told him that he thinks he'll really enjoy living and working in the City of Lowell. Special thanks to Kathie Grinzinger of the Michigan Municipal League who coordinated the City Manager Search process and Impact Church for the community effort providing assistance at the Chamber of Commerce building and the Lowell City Airport.

12. **COUNCIL COMMENTS.**

Councilmember Hodges welcomed Mike Burns. He thanked local resident, Susan Maxwell Stevens, for her work on the monthly newsletter. The Kent County Youth Fair will be here this Sunday. Pink Arrow is fast approaching, so get ready for that. Save your money to buy as many shirts as you can. He wanted to let the residents know that they are aware of what is going on with the biodigester and that it is being worked on. Election Day is tomorrow, so we look forward to everyone coming out to vote.

Councilmember Phillips congratulated Mike Burns. He thanked everyone from Impact Church for all of their help within the City over the last week.

Councilmember Teelander welcomed Mike Burns. He also suggested people come out to vote tomorrow.

Councilmember DeVore welcomed Mike Burns. He thanked Steve Donkersloot for his work on the biodigester issues.

Mayor Altoft welcomed Mike Burns. He stated that he has received a lot of complaints on the biodigester and wants to speed up the process on getting the issues fixed as soon as possible. Greg Canfield stated that an additional 6 foot wall is going to be added to the top of the outside container to help with the smell concerns. He hopes that everyone has fun at the fair and hopes everyone comes out to vote.

13. **ADJOURNMENT.**

IT WAS MOVED BY HODGES and seconded by DEVORE to adjourn at 8:18 p.m.

DATE:

APPROVED:

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Jeff Altoft, Mayor

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Susan Ullery, City Clerk