

**PROCEEDINGS
OF
CITY COUNCIL
OF THE
CITY OF LOWELL
TUESDAY, SEPTEMBER 7, 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: City Manager Mike Burns, City Clerk Susan Ullery, 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 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 minutes of the August 15, 2016 meeting as written.

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

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

City Clerk Ullery swore in new City Manager Mike Burns.

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

<u>BILLS AND ACCOUNTS PAYABLE (09/06/2016)</u>	
General Fund	\$32,751.38
Major Street Fund	\$1,867.69
Local Street Fund	\$912.73
Downtown Development Fund	\$11,112.40
Airport Fund	\$3,051.64
Wastewater Fund	\$75,375.95
Water Fund	\$5,847.53
Data Processing Fund	\$1,860.03
Equipment Fund	\$181.17
Current Tax Collected	\$510,046.92

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

Lyndsy Wathrow from Republic Services spoke regarding trash pickup in the City.

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. Bio digester Update.

City Attorney Richard Wendt, Lowell Energy AD LLC Manager Member Greg Northrup and Light and Power General Manager Steve Donkersloot provided an update regarding the bio digester.

Several residents and business owners spoke in regards to the odor problem at the bio digester.

b. Special Event Permit Application – Main Street BBQ.

Main Street BBQ has requested the closure of the S. Monroe parking lot on September 10, 2016 for a BBQ competition. All proceeds of this event will be donated to Pink Arrow.

IT WAS MOVED BY HODGES and seconded by DEVORE to approve the closure of the S. Monroe parking lot on September 10, 2016 for the BBQ competition.

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

c. Update from the Lowell Showboat Committee.

Lowell Showboat Committee Chair Lou D'Agostino provided some history as well as updated the Council on the progress of the Lowell Showboat Committee. The Committee requested Council approval to file an application with the DEQ requesting the construction of a dock with a structure on top along the Riverwalk.

IT WAS MOVED BY TEELANDER and seconded by DEVORE to approve the Lowell Showboat Committee to file an application to the DEQ requesting the construction of a dock and structure on top along the Riverwalk.

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

d. Parks and Recreation Commission – Request for Funding Master Plan.

DPW Director LaBombard reported that at its August 16, 2016 meeting, the Parks and Recreation Commission recommended to the City Council to provide funding for an updated Parks Master Plan. Williams & Works has proposed a range of \$6,000 to \$8,000. Completion of the plan update will qualify the City for grant funding of various park projects.

IT WAS MOVED BY DEVORE and seconded by HODGES that the City Council accepts the recommendation of the Parks and Recreation Commission and allocate up to \$8,000 for a Parks Master Plan update.

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

e. LCTV Distribution.

At the request of the LCTV Fund advisory committee the Council committed to giving them prior notice of the amount that will be available for distribution. It is recommended that the Council make all of the spendable balance in the fund available to the committee so that you can receive their recommendations for the 2016-17 fiscal year.

IT WAS MOVED BY DEVORE and seconded by HODGES to authorize all of the spendable balance of the LCTV Fund for the 2016-17 fiscal year to be available for recommendations from the LCTV Fund advisory committee.

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

f. Appointments to the Grand Valley Metropolitan Council. It is recommended that the Council nominate City Manager Michael Burns as the City of Lowell representative on the following Grand Valley Metropolitan Council Boards and Committees:

- GVMC Board of Directors

- GVMC Transportation Policy Committee
- REGIS Board of Directors

IT WAS MOVED BY TEELANDER and seconded by PHILLIPS to nominate Michael Burns as the City of Lowell representative on the GVMC Board of Directors, GVMC Transportation Policy Committee and Regis Board of Directors.

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

g. Resolution 18-16 for the Designation of City Manager Michael Burns as Street Administrator for the Michigan Department of Transportation.

The Council was requested to pass a resolution designating City Manager Michael Burns as Street Administrator for the Michigan Department of Transportation. This is done only once during the tenure of the current City Manager.

IT WAS MOVED BY DEVORE and seconded by TEELANDER to adopt Resolution 18-16, appointing Michael Burns as Street Administrator for the Michigan Department of Transportation.

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

h. Designation of Mike Burns as Signatory For Bank Accounts.

It's recommended that Council designate Michael Burns as a signatory for bank accounts of the City.

IT WAS MOVED BY DEVORE and seconded by PHILLIPS to designate Michael Burns as a signatory for bank accounts of the City.

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

i. Parking Ordinance Discussion.

Police Chief Steve Bukala had some businesses questioning on whether or not we are enforcing the 2am to 6am parking. The directive he remembers from previous council was to only enforce this during the winter months November 1 to April 1 due to single stall garages, narrow driveways, and limited parking. That has been our practice for the last two summers. Staff was directed to enforce what the signage states for parking where it is posted and to review the current ordinance for possible changes.

8. **BOARD/COMMISSIONS REPORTS.**

Councilmember Phillips stated he attended the Historic District Commission meeting and the LowellArts building has a lot of activity, 210 West Main (Euphoria Boutique) discussed signage and 219 East Main has a door replacement.

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

Mayor Altoft noted with the change of the structure of the Downtown Development Authority the Mayor's position needs to be appointed as Boardmember and the City Manager be appointed as Executive Director.

IT WAS MOVED BY HODGES and seconded by DEVORE to appoint the Mayor as Boardmember and the City Manager as Executive Director of the Development Authority.

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

It was the general consensus of the Council to appoint Michael Burns to the Building Authority.

10. **MANAGER'S REPORT.**

1. Michael thanked the Council for the opportunity to come to Lowell and is looking forward to working with everyone to continue to make Lowell better. He has been getting up to speed on the insurance issues with the Showboat as well as the bio digester. DPW Director LaBombard has been updating him on the Department of Public Works and its activities. He also met the City's Building Officials from Cascade Services.

11. **COUNCIL COMMENTS.**

Councilmember Hodges welcomed Mike Burns. He noted that the Pink Arrow game is Friday, September 16 and Fallasburg Festival is Saturday, September 17 and Sunday, the 18, 2016.

Councilmember Phillips welcomed Mike Burns. He also thanked Mayor Altoft for helping others.

Councilmember Teelander welcomed Mike Burns and reminded everyone to support the Pink Arrow.

Mayor Altoft welcomed Mike Burns. He stated the Lowell Airport's Fly In/Breakfast is on Sunday, September 18, 2016. He also mentioned the bio digester issues need to be fixed as soon as possible. He also noted the Main Street BBQ competition is on Saturday, September 10.

12. **ADJOURNMENT.**

IT WAS MOVED BY HODGES and seconded by DEVORE to adjourn at 8:37 p.m.

DATE:

APPROVED:

Jeff Altoft, Mayor

Susan Ullery, City Clerk