

**PROCEEDINGS  
OF  
CITY COUNCIL  
OF THE  
CITY OF LOWELL  
ZOOM MEETING  
MONDAY, APRIL 20, 2020, 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 DeVore and City Clerk Susan Ullery called roll.

Present: Councilmembers Jim Salzwedel, Cliff Yankovich, Greg Canfield,  
and Mayor DeVore, Marty Chambers.

Absent: None.

Also Present: City Manager Michael Burns, City Clerk Susan Ullery, Chief of Police Steve Bukala,  
DPW Director Dan Czarnecki and Arbor Board Chair Jim Reagan.

2. **APPROVAL OF THE CONSENT AGENDA.**

- Approval of the Agenda.
- Approve and place on file the minutes of the April 6, 2020 Regular City Council meeting.
- Authorize payment of invoices in the amount of \$207,240.60.

IT WAS MOVED BY CHAMBERS and seconded by SALZWEDEL to approve the consent agenda as written.

YES: Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, Councilmember Yankovich,  
and Councilmember Chambers.

NO: None.

ABSENT: None.

MOTION CARRIED.

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

There were no comments.

4. **OLD BUSINESS**

a. **2020 Street Improvement Project Award.**

Public Works Director Daniel Czarnecki explained since the beginning of November 2019, Williams and Works have worked to put together a street paving project for our community. Our project plan started with the major streets of Howard St. and Suffolk St., and the local street of Elizabeth St. These all access the public school properties. In December we added to the project Riverside Dr. from the DDA area. Williams and Works developed the plans, put together project specifications and helped us to go out for bids on the project.

An important part of the process was the development of the work schedule. The streets are important connectors to the public school. To avoid the school year, we specified in the project documents the start of the project is after June 1<sup>st</sup> with completion by August 15<sup>th</sup>.

Bids on the construction project were opened on April 8, 2020 and 10 proposals were received. Bids ranged from a low of \$378,771.20 to a high of \$527,857. 90. The engineers estimate for the project was \$513,000.

The two low bids are:

- CL Trucking LLC, Ionia \$378,771.20
- USA Earthworks, Martin \$386,149.75

Upon review of the bids, CL Trucking indicated they would complete the project by September 30<sup>th</sup> and could not commit to completion any time sooner. This does not meet our project specified schedule to have the work substantially completed before the school year is scheduled to begin.

The second lowest bid is from USA Earthworks, from Martin, Michigan. Their bid meets the completion requirements. Williams and Works obtained a list of references from USA Earthworks and looked into a few of their projects. Williams and Works did not receive any negative feedback from the references they checked on.

Mayor DeVore questioned if work could begin prior to June considering school is not in session. Czarnecki is looking into this.

Councilmember Salzwedel asked if there was any kind of a warranty offered. Czarnecki explained they are typically one-year warranty's.

Yankovich confirmed all received bids were based upon the same specifications. Czarnecki responded yes.

IT WAS MOVED BY YANKOVICH and seconded by CHAMBERS to approve the 2020 Street Improvement Project bid from USA Earthworks, Martin, Michigan, for a cost of \$386,149.75, and authorize the Mayor to sign the documents.

YES: Mayor DeVore, Councilmember Salzwedel, Councilmember Yankovich, Councilmember Chambers and Councilmember Canfield.

NO: Councilmember Canfield. ABSENT: None MOTION CARRIED.

b. 2020 Street Improvement Project Construction Engineering Services.

Public Works Director Dan Czarnecki updated the Council on the 2020 Street Improvement Project noting it will need engineering oversight during construction. Williams and Works have provided the City with a scope of services for this work. Their services will include contract documentation, construction staking, construction observation of the proposed work, construction engineering as required to address and resolve issues as they arise, documentation of construction activities and pay item quantities, and coordinate material testing. Williams and Works will also handle all the contract administration including execution of contract documents, arrange and attend pre-construction and progress meetings, review request for construction payments, and finalize paperwork at the end of the project.

Williams and Works has indicated they can do all the construction engineering, administration, and materials testing work for a cost not to exceed \$37,900. Material testing work such as compaction testing, asphalt sampling and testing, concrete testing, etc., will be performed by a subcontractor and will be coordinated through Williams and Works.

IT WAS MOVED BY SALZWEDEL and seconded by to CANFIELD approve the 2020 Street Improvement Project Construction Engineering Service with Williams and Works, as outlined in their scope of services, dated April 13, 2020, for the amount of \$37,900.00.

YES: Councilmember Salzwedel, Councilmember Yankovich, Councilmember Chambers, Councilmember Canfield and Mayor DeVore. NO: None. ABSENT: None  
MOTION CARRIED.

5. **NEW BUSINESS**

a. 2020 – 2021 Comprehensive Tree Plan.

Arbor Board Chair Jim Reagan presented the 2020-2021 Comprehensive Tree Plan to the Council. He noted their funding comes from Lowell Light and Power, Look Fund, Lowell Area Community Fund and the General Fund.

Reagan referred to Zone 3 – Downtown/Riverwalk of the plan and explained future projects include the “Oklahoma” property and library. He also noted there were several trees that were damaged from the windstorm last year that will be replaced.

Betten Baker was the tree recipient last year, however they did their own tree planting and therefore the City will reimburse them \$250.00.

Reagan noted Arbor Day is April 24, 2020.

Reagan thanked all the boardmembers.

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to approve the 2020-2021 Comprehensive Tree Plan.

YES: Councilmember Chambers, Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel and Councilmember Yankovich. NO: None. ABSENT: None. MOTION CARRIED.

b. Arbor Day and Week Proclamation.

Mayor DeVore read the Arbor Day and Week Proclamation into record proclaiming every last Friday in April as Arbor Day in the City of Lowell.

c. Gift from Staal Estate.

City Manager Michael Burns stated the City of Lowell will soon be receiving a gift from the estate of Cheryl Ann Staal. Staal deceased on September 1, 2019 and resided at 738 High Street. We have been notified from the executor of her estate that the City will receive \$78, 749 from the sale of her home very soon.

There is no exclusions as to what the City could do with the proceeds. However, we have been asked to use a small portion of the funds for some sort of memorial for the deceased parents George and Esther Staal who were involved in Lowell for many years before their passing. Burns spoke with the executor, and we are looking at placing a bench at one of our parks to memorialize them. The Public Works Director and he are looking into this option.

With the remaining funds, Burns would like to put them towards retirement health care payments. We have 8 current employees who will be eligible to retire before June 30, 2025. All of them currently are eligible for five years healthcare along with their spouse or until Medicare were to be established. Recently, we placed \$20,500 from the sale of 2560 Bowes Road into a designated fund. Burns is also beginning to prefund some funds for employees so it is not as much of an expenditure to our funds. By allowing this amount we would have close to \$100,000 in funds for this not including the amount set aside for each employee.

Councilmember Salzwedel asked about holding off putting these funds aside for retirement health care until we know what is happening with the recent events. Mayor DeVore agreed noting there is a great amount of uncertainty.

Councilmember Yankovich questioned the amount of a bench. Burns estimated \$3,000 to \$4,000.

After further discussion the Council agreed to discuss the issue further during the budget discussion that will be held on April 25, 2020.

Councilmember Canfield believed it would be nice to designate it somewhere rather than just putting it in the General Fund.

IT WAS MOVED BY YANKOVICH and seconded by SALZWEDEL to table the issue until the next City Council meeting to allow for further discussion.

YES: Councilmember Canfield, Mayor DeVore, Councilmember Salzwedel, Councilmember Yankovich and Councilmember Chambers. NO: None. ABSENT: None.

MOTION CARRIED.

6. **MONTHLY REPORTS.**

No comments.

7. **BOARD/COMMISSION REPORTS.**

Councilmember Yankovich stated the Lowell Expo has been cancelled and the first three summer concert series will be held at the end of the season. Also, the Farmers Market will open at a later time.

8. **MANAGER'S REPORT.**

- The budget has been submitted for review as required by Charter. This was the most difficult budget he has prepared.
- The playground equipment has been taped off as requested.
- The water department is working with individuals who are \$150 or more delinquent on their water bills. However, many are making their payments.
- Discussion will be held at the next City Council meeting on how the City will be moving forward.
- The first IEBW labor negotiations have been held.
- Groundhog Excavating has much of the sidewalk repair completed. DPW Director Dan Czarnecki noted they have completed all the concrete work.
- The Oklahoma property and vacation of High Street is being processed.

- DNR has notified the City there is an issue with the land swap.

Councilmember Salzwedel asked if the Ware Road landfill issues could be covered by the City's insurance company. Burns will check into this.

Councilmember Chambers questioned the work being done on the Water Treatment Plant. Czarnecki explained it is the Foreman building not the Water Treatment Plant. The work will be completed this spring.

9. **APPOINTMENTS.**

There were no changes at this time.

10. **COUNCIL COMMENS.**

Councilmember Yankovich encourage everyone to hang in there.

Councilmember Chambers stated Fans in the Stands is making the "Lowell Strong Signs" for people wishing to get one. Chambers also commented on what the City of Grand Rapids is doing for the restaurants that will be opening back up. They are considering tables outside to make up for limited capacity on the inside. Mayor DeVore and Council thought this was a great idea. Both City Manager Burns and Police Chief Bukala stated they would research the idea and report back.

11. **ADJOURNMENT.**

IT WAS MOVED BY SALZWEDEL and seconded by CHAMBERS to adjourn at 7:41.

YES: Mayor DeVore, Councilmember Salzwedel, Councilmember Yankovich, Councilmember Chambers and Councilmember Canfield. NO: None. ABSENT: None. MOTION CARRIED.

DATE:

APPROVED:

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Mike DeVore, Mayor

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Sue Ullery, Lowell City Clerk