

CITY OF LOWELL
MICHIGAN
CITY COUNCIL
AGENDA

FOR THE REGULAR MEETING OF THE LOWELL CITY COUNCIL
MONDAY, JUNE 7, 2010, 7:30 P.M.

AT
LOWELL CITY HALL
CITY COUNCIL CHAMBERS
SECOND FLOOR
301 EAST MAIN STREET

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE, ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE REGULAR MINUTES OF THE MAY 17, 2010 MEETING
4. APPROVAL OF ACCOUNTS PAYABLE
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. ADOPTION OF THE 2009-2010 BUDGET AMENDMENTS
7. CONSIDERATION AND ADOPTION OF THE 2010-2011 OPERATING BUDGET, SET MILLAGE RATE AND HOLD PUBLIC HEARING
8. RESOLUTION TO RETAIN WATER AND SANITARY SEWER RATES
9. ENGLEHARDT PUBLIC LIBRARY ROOF BIDS
10. NORTHWEST BOOSTER PUMP STATION IMPROVEMENTS
11. DISPATCH AGREEMENTS
 - A. LETTER OF UNDERSTANDING EXTENDING DISPATCH AGREEMENT WITH CITY OF WALKER UNTIL OCTOBER 4, 2010
 - B. RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A DISPATCH AGREEMENT BETWEEN THE CITY AND KENT COUNTY
12. 990 NORTH WASHINGTON OUT BUILDINGS – FURTHER REVIEW AND DISCUSSION
13. CITY MANAGER'S REPORT
14. COUNCIL COMMENTS
15. APPOINTMENTS
16. 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.

To: Mayor Hodges and the Members of the City Council

From: David M. Pasquale

SUBJECT: Agenda for Monday, June 7, 2010

1. Call to order, pledge of allegiance, roll call.
2. Approval of the Agenda.
3. Approval of the regular minutes of the May 17, 2010 meeting.
4. Approval of the Accounts Payable
5. Citizens comments for items not on the agenda.
6. Adoption of the 2009-2010 Budget Amendments. As required by State Law, the City Council must review and approve final adjustments to the City's operating funds. Attached is a list of each affected fund prepared by City Treasurer Sue Olin.
7. Consideration and Adoption of the 2010-2011 Operating Budget, Set Millage Rate and Hold Public Hearing. The Council will consider the new budget in addition to setting a millage rate.

The following actions are needed after holding a public hearing.

- Adoption of the budget. As discussed at the May 17th Council meeting, Councilmember Schrauben raised the issue of utilizing Open Office (which is free) rather than purchasing the new Microsoft Office 2010 software to handle the city's financial operations (\$2,000). City Treasurer Sue Olin contacted Betsy Davison, who assists in IT operations with the following response:

Open Office is definitely becoming more popular but you should stick with the standard Microsoft Office which is widely used and is the industry standard right now for offices.

I have some customers that use both.

Thus, City Treasurer Olin and I recommend purchasing Microsoft Office.

The site visits budget for the Assessor has been reduced from \$14,900 to \$8,000 after consultation with Jeff and Deb Rashid. Enclosed is a letter from Jeff Rashid explaining the annual inspection of property.

The General Fund expenditures are lowered to \$2,453,569 (from \$2,460,119). The fund balance is raised to \$226,751 (from \$212,651) being 9.2% of planned expenditures.

Outside of minor grammatical corrections, there are no changes from any of the proposed budgets.

After receiving public comments, the Council may consider adoption of the 2010-2011 City Budget.

- Set Millage Rate. The same 15.83 mills as last year's for operations will be retained. Also, 0.25 mills in addition is included for the Lowell Area Historical Museum voted November, 2002.

8. Resolution to retain water and sanitary sewer rates. After review of the proposed operating budgets for water and wastewater, I have proposed that the current rates for these utilities be retained for the second year in a row.

The water consumption rate will continue to be \$1.45 per thousand gallons per month with the readiness to serve rate to retain at \$23.68 per month for residential usage.

For sewer, the residential user rate continues at \$3.38 per thousand gallons per month. The readiness to serve charges still are \$20.10 per residence.

I recommend the Council adopt the enclosed resolution.

9. Englehardt Public Library roof bids. The library roof, soffit and fascia have been in need of replacement. Bids from local contractors were sought to accomplish this work. A total of \$50,000 has been provided from the Lowell Area Community Fund and \$10,000 from the LCTV Endowment Fund to this project.

The bids received as follows:

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|--|----------|
| • Richard Anderson Builders | \$42,500 |
| • Architectural Building Restoration, Inc. | \$62,150 |
| • Ridgeline | \$66,997 |

After a review of the bid documents received, I recommend Richard Anderson Builders be awarded the library roofing project at a cost of \$42,500. The remaining funds could be used to repair other building siding projects.

10. Northwest Booster Pump Station Improvements. The following improvements to the booster pump station off of Gee Drive were placed for bid:

Removal and replacement of 4, 6 and 8-inch butterfly valves, and one 6-inch propeller flow meter.

Relocation of the meter by-pass line, reducer and butterfly valve, and the 1-inch cold water line into the 8-inch discharge header.

Surface preparation and repainting of all existing and new piping, valves, tees, fittings, pumps, pipe stands, supports and racks.

There were four companies at a mandatory prebid meeting in attendance. Sealed bids were received and opened on May 13, 2010.

The bids received were:

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|-----------------------------|----------|
| • Franklin Holwerda Company | \$ 9,450 |
| • Jaran Construction | \$16,650 |

Water Distribution Supervisor Bob Robinson recommends the Council award the northwest booster pump station improvements project to Franklin Holwerda Company at a cost of \$9,450 allocated from the Water Fund.

11. Dispatch Agreements

A. Letter of understanding extending dispatch agreement with City of Walker until October 4, 2010. The City has had an off hours dispatching agreement with the City of Walker since 1992. Currently, the Cities of Lowell and Walker will enter into agreements with the Kent County Sheriff's Department to provide dispatching services. With the current Walker contract expiring June 30 and being unable to switch over to the County until October, the enclosed letter of understanding extends the Walker contract until October 4 at the current rate. If the County is unable to provide the switch over at the time, the charge will be \$70 a day.

Police Chief Hinton and I recommend the approval of the Letter of Understanding.

B. Resolution approving and authorizing the execution of a dispatch agreement between the City and Kent County. It has been determined that the Cities of Lowell and Walker will participate in a police dispatch service through the Kent County Sheriff's Department. The dispatch system will provide a more efficient and effective service which includes the County and eight other municipalities.

This agreement which expires on December 31, 2015 provides an annual fee as determined by the percentage of dispatch services used (cost this coming year is approximately \$15,500).

The document has been thoroughly reviewed by City Attorney Richard Wendt. Along with him, Police Chief Hinton and myself recommend approval.

12. 990 North Washington out buildings – further review and discussion. At the May 17 Council meeting, Gary Dietzel was given the opportunity to have a structural engineer provide an assessment and cost estimate to repair the two out buildings at the City owned property located at 990 North Washington.

Enclosed is a structural assessment on both buildings from Steven Romsek of Comprehensive Engineering, PC. There was no cost estimate, but Romsek said he could put a bid package together for about \$500. With that, Dietzel and Sandy Bartlett are discussing how much more they would be willing to invest.

13. City Manager's Report. Attached.

14. Council Comments.

15. Appointments. The following boards and commissions positions need appointment or reappointment:

		<u>Term Expires</u>
Planning Commission		
Laurie Noall	reappointment	06-30-2013
Barb Brown	reappointment	06-30-2013

Board of Light and Power		
Jim Hall	reappointment	06-30-2013
Jim Valentine	reappointment	06-30-2013
Board of Review		
Jim Wood	reappointment	06-30-2013
Arbor Board		
Jim Reagan	reappointment	06-30-2013
Local Officers Compensation Commission		
Roger LaWarre	reappointment	06-30-2015

16. Adjournment